

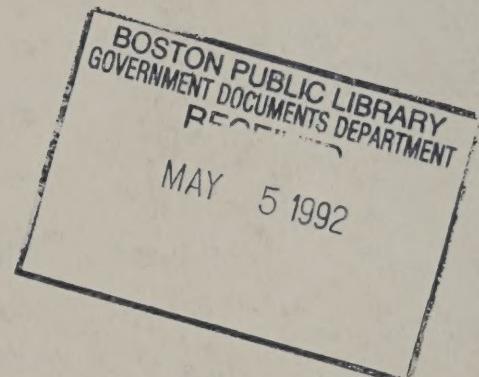
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OFFICE OF BUDGET AND PROGRAM EVALUATION

# City of Boston



## Fiscal Year 1993 Operating Budget

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VOLUME IV  
Support Services

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RAYMOND L. FLYNN, MAYOR  
THOMAS G. SNYDER, DIRECTOR, ASD  
BARBARA S. GOTTSCHALK, DIRECTOR, OBPE



## **CONTENTS**

---

### **VOLUME I**

#### **Overview of the Budget**

Budget Highlights;

Revenue and Expenditure Summaries

### **VOLUME II**

#### **General Neighborhood Services**

Departments A-O

### **VOLUME III**

#### **General Neighborhood Services**

Department P-Z

### **VOLUME IV**

#### **Support Services**

Administrative Services Department

Budget and Program Evaluation, Office of

Health Benefits and Insurance Division

Intergovernmental Relations Division

Labor Relations Division

Management Information Systems Division

Minority and Women Business Office

Personnel Management, Office of

Printing Division

Purchasing Division

Workers' Compensation Service Division

Assessing Department

Auditing Department

City Clerk

City Council

Employee Benefits

Execution of Courts

Finance Commission

Law Department

Management Fund

Mayor, Office of the

Press Office

Retirement Board

Treasury Department

### **VOLUME V**

#### **External Funds**



# **Fiscal Year 1993 Operating Budget**

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**VOLUME IV  
Support Services**

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## **CONTENTS**

---

### **VOLUME I**

#### **Overview of the Budget**

Budget Highlights;  
Revenue and Expenditure Summaries

### **VOLUME II**

#### **General Neighborhood Services**

Departments A-O

### **VOLUME III**

#### **General Neighborhood Services**

Department P-Z

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Printing Division

Purchasing Division

Workers' Compensation Service Division

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### **VOLUME V**

#### **External Funds**



# **Fiscal Year 1993 Operating Budget**

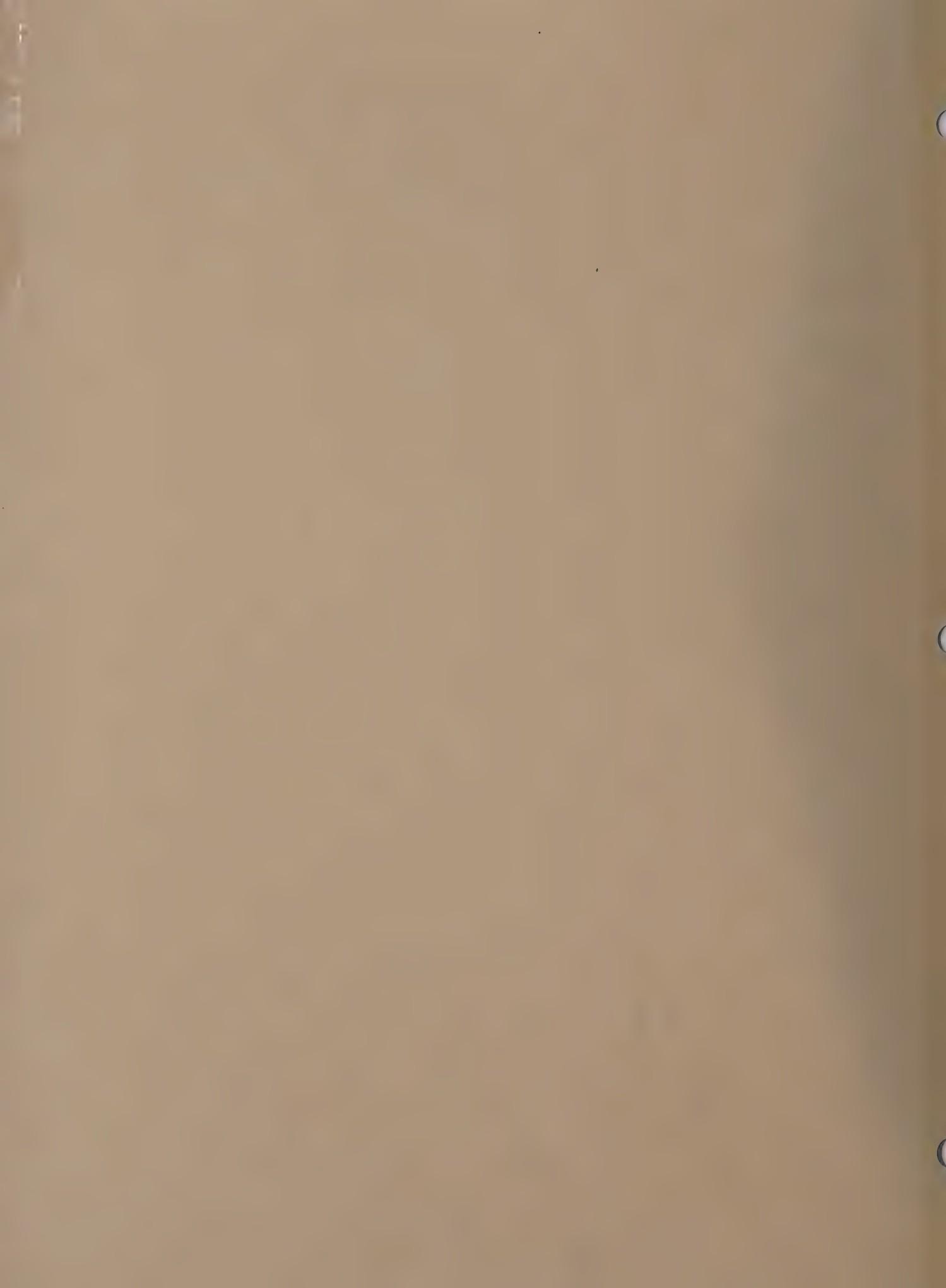
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**VOLUME IV  
Support Services**

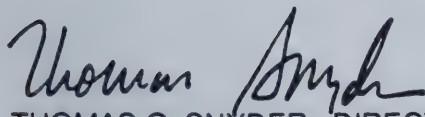
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# ADMINISTRATIVE SERVICES DEPARTMENT



Thomas G. Snyder  
THOMAS G. SNYDER, DIRECTOR

ACCOUNT # 011-140

## DEPARTMENT MISSION

The Administrative Services Department provides many of the management services necessary for the City and its departments and agencies to operate efficiently and responsibly. The Department's ten divisions, each of which performs a key support function, complement one another in this mission.

## DESCRIPTION OF SERVICES

The Administrative Services Department provides much of the internal framework and support services for the operation of the City government. Its ten divisions interact with the City's service departments, overseeing their efficient operations. The Offices of Personnel Management, and Labor Relations, the Health Benefits and Insurance Division, and the Workers' Compensation Service manage the needs of City employees, which include employee development, training, compensation, health insurance, and centralized collective bargaining. The Office of Budget and Program Evaluation oversees the City's revenue and operating expense budgets, ensuring that the City's funds are allocated in a manner that is fiscally prudent and that enhances service and program delivery. The Management Information Systems Division maintains and enhances the City's computer information systems, and oversees the installation of the cable system in the City. The Intergovernmental Relations Division coordinates the City's relationship with the federal, state, and other local governments and coordinates the dealings of the executive branch with the City Council. The Purchasing and Printing Divisions, and the Minority and Women Business Office handle the economical procurement of those goods and services needed by City departments.

## DEPARTMENT BUDGET

DIVISION NAME	FY93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. Office of Budget and Program Evaluation	30.0	1,618,000
2. Health Benefits and Insurance	13.0	68,000,000
3. Intergovernmental Relations	9.0	610,400
4. Office of Labor Relations	8.0	348,080
5. Management Information Systems	86.0	6,000,075
6. Minority and Women Business Office	5.0	200,664
7. Office of Personnel Management	24.0	1,053,614
8. Printing	36.0	1,295,726
9. Purchasing	20.0	808,665
10. Workers' Compensation Service	14.0	363,254
<b>TOTAL DEPARTMENT</b>	<b>245.0</b>	<b>\$80,298,478</b>

## AUTHORIZING STATUTES/ORDINANCES

*Enabling Legislation, CBC Ord. 5, s. 1*

## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 APPROPRIATION	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	10,558,539	10,414,830	9,426,563	9,360,327	-66,236
0110. Emergency Employees	211,121	232,619	160,247	242,210	81,963
0120. Overtime	64,841	43,732	41,550	52,912	11,362
0160. Unemployment Comp	49,062	54,513	146,125	12,300	-133,825
0170. Workmen's Comp	50,578	57,359	15,000	17,000	2,000
TOTAL PERSONAL SERVICES	10,934,141	10,803,053	9,789,485	9,684,749	-104,736
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	161,744	151,833	131,310	144,700	13,390
0220. Light, Heat & Power	29,494	29,802	30,000	30,000	0
0230. Water & Sewer	1,437	1,519	2,000	2,000	0
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	807,552	580,227	594,190	649,320	55,130
0280. Transport of Persons	5,406	9,230	2,100	2,100	0
0290. Misc Contractual Svcs	1,264,955	1,235,348	491,050	426,067	-64,983
TOTAL CONTRACTUAL SERVICES	2,270,588	2,007,959	1,250,650	1,254,187	3,537
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp	814	799	600	600	0
0320. Food Supplies	229	0	0	0	0
0330. Heat Supp & Mat	23,103	14,193	30,000	25,000	-5,000
0340. Household Supp & Mat	1,052	967	1,000	1,000	0
0350. Medical, Dental, Etc	164	58	100	100	0
0360. Office Supp & Mat	175,297	134,412	115,950	165,045	49,095
0370. Clothing Allowance					
0390. Misc Supp & Mat	125,409	128,590	54,500	106,035	51,535
TOTAL SUPPLIES & MATERIALS	326,068	279,019	202,150	297,780	95,630
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	1,747,980	1,754,570	1,554,150	560,545	-993,605
0490. Other Current Charges	51,097,521	57,859,854	63,511,186	68,349,142	4,837,956
TOTAL CURRENT CHGS & OBLIG	52,845,501	59,614,424	65,065,336	68,909,687	3,844,351
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	2,643	1,779	850	1,000	150
0590. Misc Equipment	276,586	610,151	29,000	34,350	5,350
TOTAL EQUIPMENT	279,229	611,930	29,850	35,350	5,500
<b>OTHER</b>					
0600. Special Appropriation	218,161	138,914	110,000	116,725	6,725
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	218,161	138,914	110,000	116,725	6,725
<b>GRAND TOTAL</b>	<b>66,873,688</b>	<b>73,455,299</b>	<b>76,447,471</b>	<b>80,298,478</b>	<b>3,851,007</b>

# **ADMINISTRATIVE SERVICES DEPARTMENT**

## **M/WBE PROGRAM COMMITMENT - FY93**

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

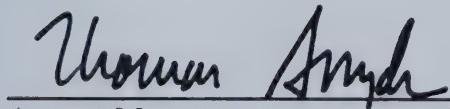
That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



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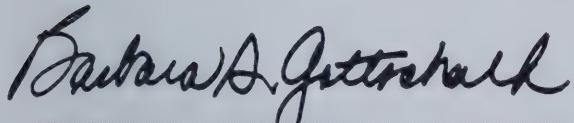
Agency Manager







# OFFICE OF BUDGET AND PROGRAM EVALUATION



BARBARA S. GOTTSCHALK, DIRECTOR

ACCOUNT # 011-140-0141

## DEPARTMENT MISSION

The Office of Budget and Program Evaluation coordinates the gathering, analysis, and presentation of appropriate budget data as part of the Mayor's proposed operating budget. The operating budget is presented in program budget format and contains relevant program evaluation criteria. OBPE also gathers, analyzes, and presents data with respect to revenue, and proposes amendments to City ordinances or state laws that ensure revenue predictability and growth.

## DESCRIPTION OF SERVICES

The Office develops policies with respect to expenditure of appropriations and improving the operating budget as it is used as a short- and long-term planning document. The Office also assists department managers in establishing performance criteria for City programs and services, works to improve the quality, effectiveness, and efficiency of those programs and services, and attempts to minimize the cost of program delivery.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	9.5	\$460,067
2. BUDGET FORMULATION AND ANALYSIS	18.5	\$1,047,644
3. REVENUE MONITORING & FISCAL ANALYSIS	2.0	\$110,289
<b>TOTAL DEPARTMENT</b>	<b>30.0</b>	<b>\$1,618,000</b>

## AUTHORIZING STATUTES/ORDINANCES

*Annual Appropriation Process*, Ch. 190, s. 15, Acts of 1982 (Tregor Legislation) as amended by Ch. 701, s. 2, Acts of 1986 (Tregor Amendment)

*Reserve Fund*, Ch. 701, s. 7, Acts of 1986

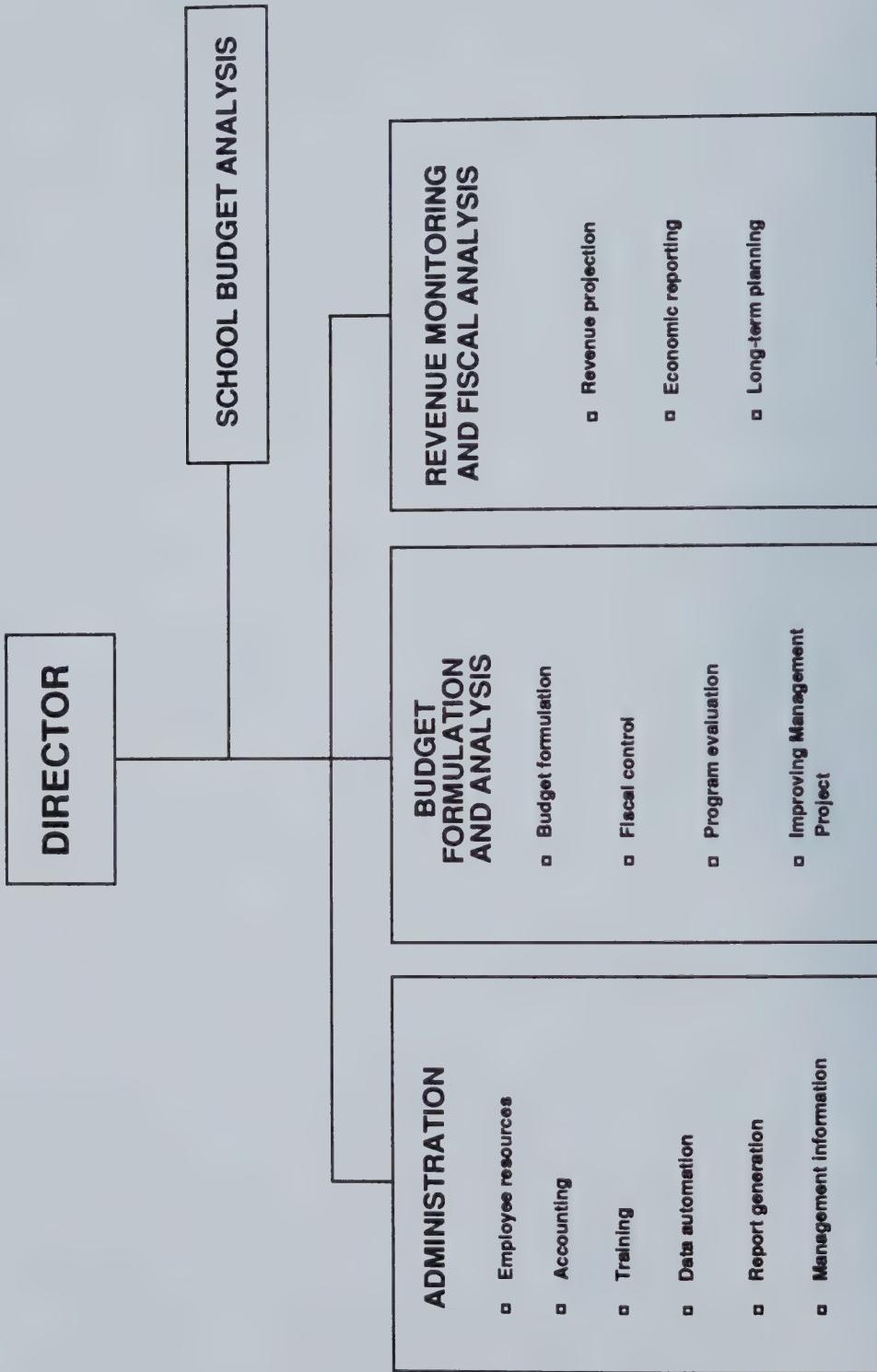
*Budget Allotment Process and Reallocations*, Ch. 180, s. 18, Acts of 1982 as amended by Ch. 701, s. 8-9, Acts of 1956

*Duties of Supervisor of Budgets*, CBC Ord. 5, s. 5

*Transfer of Appropriations*, Ch. 190, s. 23, Acts of 1982 as amended by Ch. 701, s. 3 Acts of 1986

*Penalty for Overspending Budget*, Ch. 190, s. 17, Acts of 1982

# OFFICE OF BUDGET AND PROGRAM EVALUATION



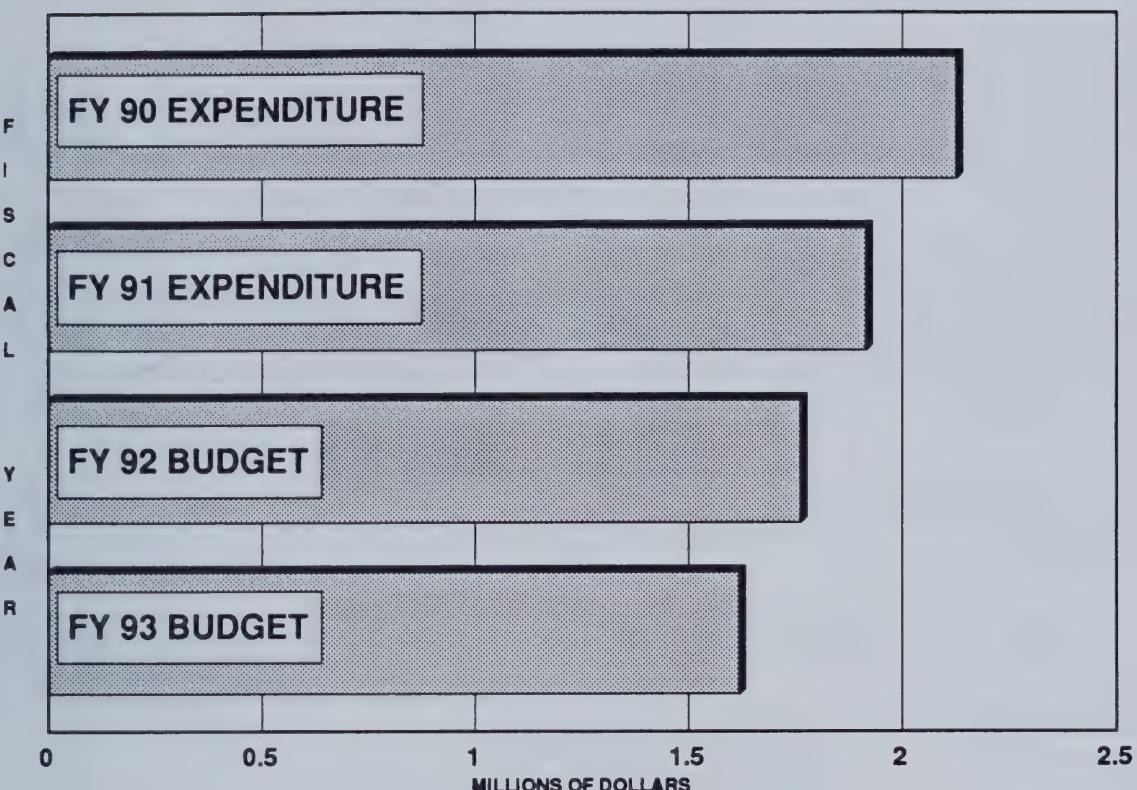
## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,506,339	1,479,334	1,444,975	1,395,641	-49,334
0110. Emergency Employees	14,224	7,444	12,000	31,075	19,075
0120. Overtime	25,732	11,020	19,190	25,262	6,072
0160. Unemployment Comp		14,959	29,000		-29,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	1,546,295	1,512,757	1,505,165	1,451,978	-53,187
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	27,469	21,353	21,410	22,500	1,090
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	8,022	5,930	5,000	5,000	
0280. Transport of Persons	20	2,461	1,000	1,000	
0290. Misc Contractual Svcs	397,245	314,845	198,545	100,542	-98,003
TOTAL CONTRACTUAL SERVICES	432,756	344,589	225,955	129,042	-96,913
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	23,736	21,846	20,900	20,900	
0370. Clothing Allowance					
0390. Misc Supp & Mat	1,987	3,734	4,600	9,000	4,400
TOTAL SUPPLIES & MATERIALS	25,723	25,580	25,500	29,900	4,400
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	18,620	3,152			
0490. Other Current Charges	4,308	10,658	4,230	6,230	2,000
TOTAL CURRENT CHGS & OBLIG	22,928	13,810	4,230	6,230	2,000
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	20,460	126	850	850	
TOTAL EQUIPMENT	20,460	126	850	850	0
<b>OTHER</b>					
0600. Special Appropriation	78,085	11,885			
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	78,085	11,885	0	0	0
<b>GRAND TOTAL</b>	<b>2,126,247</b>	<b>1,908,747</b>	<b>1,761,700</b>	<b>1,618,000</b>	<b>-143,700</b>

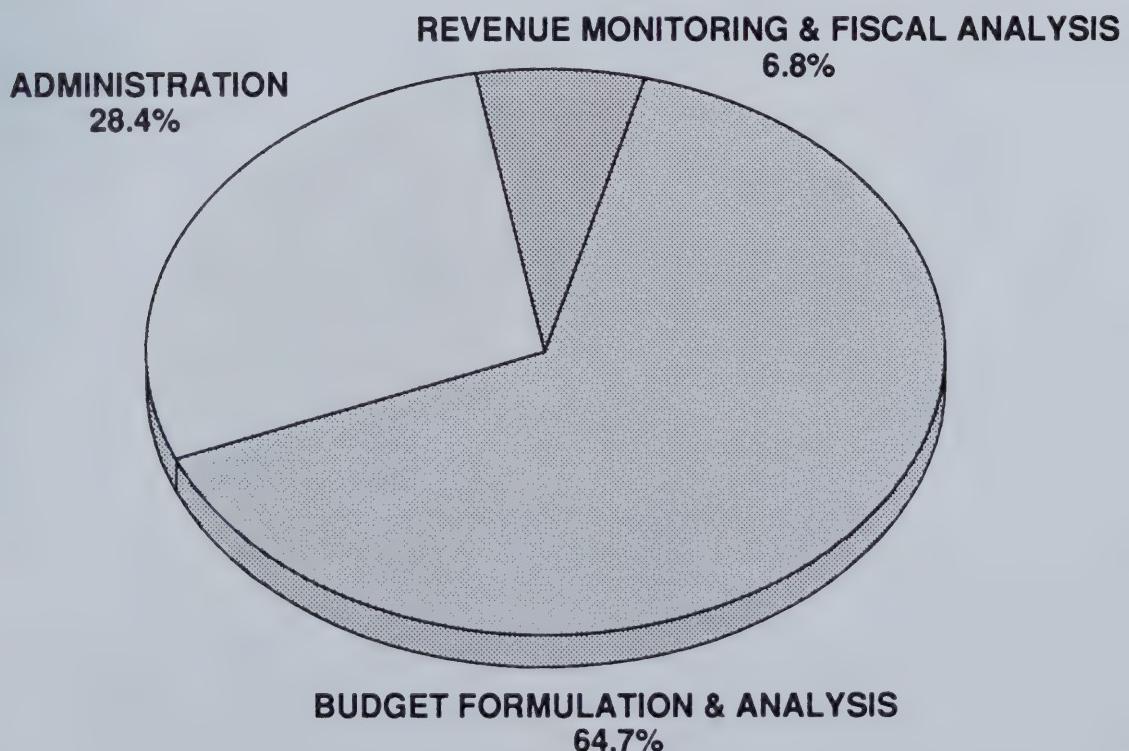
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
DIRECTOR		1.00	1.00	60,433					1.00	60,433
SUPV BDGT		1.00	1.00	60,000					1.00	60,000
AS SPV BGT	MM14	1.00	1.00	73,606					1.00	73,606
EXEC ASST	MM12		1.00	61,142	1.00	61,142				
EXEC ASST	MM10	3.00	3.00	169,805					3.00	169,805
PR BD ANL	MM9	3.00	3.00	167,383					3.00	167,383
PR ADM AST	MM8	4.00	4.00	188,519					4.00	188,519
SR BUD ANL	MM8	1.00	1.00	51,882					1.00	51,882
SR EMP DEV	MM8	1.00	1.00	48,514					1.00	48,514
MGMT ANL	MM6	3.00	3.00	124,656					3.00	124,656
P PSNL OFF	MM6	1.00	1.00	41,345					1.00	41,345
SR AD ANL	MM6	4.00	4.00	171,490					4.00	171,490
DP COORD	MM4	1.00	1.00	31,556					1.00	31,556
ADM SEC	R17	2.00	2.00	75,515					2.00	75,515
ADM SEC	R14	2.00	2.00	57,385					2.00	57,385
HD CLK SEC	R12	1.00	1.00	25,526					1.00	25,526
HEAD CLERK	R11	1.00	1.00	24,526					1.00	24,526
<b>TOTAL</b>		<b>30.00</b>	<b>31.00</b>	<b>1,433,283</b>	<b>1.00</b>	<b>61,142</b>	<b>0.00</b>	<b>0</b>	<b>30.00</b>	<b>1,372,141</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS				0
						COLLECTIVE BARGAINING				0
						OTHER				26,000
					<b>MINUS:</b>	SALARY SAVINGS			0.00	2,500
						FY 93 TOTAL REQUEST			<b>30.00</b>	<b>1,395,641</b>
						<b>Total Working January 1, 1991:</b>				<b>34.0</b>

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 BUDGET	PROGRAM 3 REVENUE	TOTAL
<b>PERSONAL SERVICES</b>				
0100. Permanent Employees	401,280	886,922	107,439	1,395,641
0110. Emergency Employees		31,075		31,075
0120. Overtime	4,262	20,000	1,000	25,262
0160. Unemployment Comp				
0170. Workmen's Comp				
TOTAL PERSONAL SERVICES	405,542	937,997	108,439	1,451,978
<b>CONTRACTUAL SERVICES</b>				
0210. Communications	7,050	14,100	1,350	22,500
0220. Light, Heat & Power				
0230. Water & Sewer				
0250. Garbage/Waste Removal				
0260. Repairs Bldg & Struct				
0270. Repairs & Serv Equip	5,000			5,000
0280. Transport of Persons	1,000			1,000
0290. Misc Contractual Svcs	4,995	95,247	300	100,542
TOTAL CONTRACTUAL SERVICES	18,045	109,347	1,650	129,042
<b>SUPPLIES &amp; MATERIALS</b>				
0300. Auto Energy Supp				
0320. Food Supplies				
0330. Heat Supp & Mat				
0340. Household Supp & Mat				
0350. Medical, Dental, Etc				
0360. Office Supp & Mat	20,900			20,900
0370. Clothing Allowance				
0390. Misc Supp & Mat	9,000			9,000
TOTAL SUPPLIES & MATERIALS	29,900	0	0	29,900
<b>CURRENT CHGS &amp; OBLIG</b>				
0450. Aid to Veterans				
0460. Equipment Lease/Purchase				
0470. Indemnification				
0490. Other Current Charges	6,230			6,230
TOTAL CURRENT CHGS & OBLIG	6,230	0	0	6,230
<b>EQUIPMENT</b>				
0500. Automotive Equip				
0560. Office Furn & Equip				
0590. Misc Equipment	350	300	200	850
TOTAL EQUIPMENT	350	300	200	850
<b>OTHER</b>				
0600. Special Appropriation				
0700. Struct & Improvements				
0800. Land & Non-Structural				
TOTAL OTHER	0	0	0	0
<b>GRAND TOTAL</b>				
	<b>460,067</b>	<b>1,047,644</b>	<b>110,289</b>	<b>1,618,000</b>

# **PROGRAM 1. ADMINISTRATION**

NEIL H. GORDON, MANAGER

ACCOUNT # 011-140-0141-BP01

## **PROGRAM MISSION**

The Administration Program provides both overall direction and management to the Office, and support services such as internal budget preparation and personnel administration, data automation, report production, and management information services. This program also supports the office of the Director of Administrative Services.

- Processes 340 departmental invoices annually.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To continue to develop and maintain accurate accounts of the OBPE budget, and to assist OBPE program managers to manage program resources wisely.	a Monthly internal budget expenditure reports.  b Invoices sent to Auditing within 5 days of receipt of invoice.	12.  60%.
2 In conjunction with MIS, to upgrade the integrated office automation system.	a Local area network upgrade installed.  b Improvements to integrated management information system.	1.  1.
3 To increase the effectiveness of the office automation systems through selective improvements.	Systems analyzed.	1.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	460,043	464,756	453,780	401,280	-52,500
0110. Emergency Employees					
0120. Overtime	5,805	3,171	3,190	4,262	1,072
0160. Unemployment Comp		14,959	22,000		-22,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	465,848	482,886	478,970	405,542	-73,428
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	7,826	6,472	7,336	7,050	-286
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	6,119	5,930	5,000	5,000	
0280. Transport of Persons	20	1,387	1,000	1,000	
0290. Misc Contractual Svcs	124,226	69,713	129,995	4,995	-125,000
TOTAL CONTRACTUAL SERVICES	138,191	83,502	143,331	18,045	-125,286
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	13,968	13,175	20,900	20,900	
0370. Clothing Allowance					
0390. Misc Supp & Mat	1,987	3,734	4,600	9,000	4,400
TOTAL SUPPLIES & MATERIALS	15,955	16,909	25,500	29,900	4,400
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	15,145	3,152			
0490. Other Current Charges	2,893	9,770	4,230	6,230	2,000
TOTAL CURRENT CHGS & OBLIG	18,038	12,922	4,230	6,230	2,000
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	243	126	350	350	
TOTAL EQUIPMENT	243	126	350	350	0
<b>OTHER</b>					
0600. Special Appropriation	78,085	11,885			
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	78,085	11,885	0	0	0
<b>GRAND TOTAL</b>	<b>716,360</b>	<b>608,230</b>	<b>652,381</b>	<b>460,067</b>	<b>-192,314</b>

## **PROGRAM PERSONNEL**

## PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY83 DELETIONS		FY 83 ADDITIONS		FY 83 TOTAL SALARY
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	
DIRECTOR		1.00	1.00	60,433					1.00 60,433
SUPV BDGT		1.00	1.00	60,000					1.00 60,000
EXEC ASST	MM12		1.00	61,142	1.00	61,142			
EXEC ASST	MM10	1.50	1.50	82,627					1.50 82,627
P PSNL OFF	MM6	1.00	1.00	41,345					1.00 41,345
DP COORD	MM4	1.00	1.00	31,556					1.00 31,556
ADM SEC	R17	1.75	1.75	66,067					1.75 66,067
HD CLK SEC	R12	1.00	1.00	25,526					1.00 25,526
HEAD CLERK	R11	1.00	1.00	24,526					1.00 24,526
<b>TOTAL</b>		<b>9.25</b>	<b>10.25</b>	<b>453,222</b>	<b>1.00</b>	<b>61,142</b>	<b>0.00</b>	<b>0</b>	<b>9.25 392,080</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	9,200
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<u>9.25</u> <u>401,280</u>

# **PROGRAM 2. BUDGET FORMULATION AND ANALYSIS**

DORIS GAGNON/NEIL GORDON, MANAGERS

ACCOUNT # 011-140-0141-BP02

## **PROGRAM MISSION**

The Budget Formulation and Analysis Program is responsible for the development and implementation of the City's operating budget. Program staff also monitors service delivery across City departments and analyzes program and fiscal management issues throughout City government. The Improving Management Project encourages organizational changes or operational improvements which increase the productivity of City departments to achieve cost savings or increase resources for services.

- Monitors agency budgets totalling \$1.3 billion.
- Monitors 1,500 departmental performance measures.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To submit a balanced budget for FY94 that reflects a fully coordinated goals and budget development process.	Balanced budget submission by 4/14/93.	1.
2 To maintain and improve fiscal monitoring systems.	a Internal reviews consistent with payroll periods.	11.
	b Mid-year departmental reviews.	35.
3 To monitor departmental program performance and carry out periodic independent analyses of program and fiscal management issues.	a Bi-annual reports produced within 6 weeks of receipt of departments' June 1992 and Dec. 1992 monthly reports.	2.
	b Departmental service levels undergoing systematic auditing for reporting agency.	40.
4 To encourage organizational changes or operational improvements which increase the productivity of City departments so as to achieve annual cost savings or increased resources for City services.	Annual cost savings or increased resources for city services.	\$1M.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. BUDGET FORMULATION AND ANALYSIS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	963,680	935,332	883,309	886,922	3,613
0110. Emergency Employees	14,224	7,444	12,000	31,075	19,075
0120. Overtime	18,839	7,849	14,800	20,000	5,200
0160. Unemployment Comp			7,000		-7,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	996,743	950,625	917,109	937,997	20,888
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	16,333	12,366	13,411	14,100	689
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	1,903				
0280. Transport of Persons		1,074			
0290. Misc Contractual Svcs	174,084	167,430	68,250	95,247	26,997
TOTAL CONTRACTUAL SERVICES	192,320	180,869	81,661	109,347	27,686
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	9,768	8,113			
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	9,768	8,113	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	3,475				
0490. Other Current Charges	1,405	716			
TOTAL CURRENT CHGS & OBLIG	4,880	716	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	20,217		300	300	
TOTAL EQUIPMENT	20,217	0	300	300	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>1,223,928</b>	<b>1,140,323</b>	<b>999,070</b>	<b>1,047,644</b>	<b>48,574</b>

**PROGRAM PERSONNEL**  
PROGRAM 2. BUDGET FORMULATION AND ANALYSIS

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
AS SPV BGT	MM14	1.00	1.00	73,606					1.00	73,606
EXEC ASST	MM10	0.50	0.50	30,216					0.50	30,216
PR BD ANL	MM9	3.00	3.00	167,383					3.00	167,383
PR ADM AST	MM8	3.00	3.00	149,590					3.00	149,590
SR BUD ANL	MM8	1.00	1.00	51,882					1.00	51,882
SR EMP DEV	MM8	1.00	1.00	48,514					1.00	48,514
MGMT ANL	MM6	3.00	3.00	124,656					3.00	124,656
SR AD ANL	MM6	4.00	4.00	171,490					4.00	171,490
ADM SEC	R14	2.00	2.00	57,385					2.00	57,385
<b>TOTAL</b>		<b>18.50</b>	<b>18.50</b>	<b>874,722</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>18.50</b>	<b>874,722</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS				0
						COLLECTIVE BARGAINING				0
						OTHER				14,700
					<b>MINUS:</b>	SALARY SAVINGS			0.00	2,500
						FY 93 TOTAL REQUEST			<b>18.50</b>	<b>886,922</b>

# **PROGRAM 3. REVENUE MONITORING & FISCAL ANALYSIS**

JAMES KENNEDY, MANAGER

ACCOUNT # 011-140-0141-BP03

## **PROGRAM MISSION**

The Revenue Monitoring and Fiscal Analysis Program works to improve Boston's ability to deliver services by maximizing its revenue. This program also provides economic and fiscal analyses as an aid in fiscal decision-making by the Mayor, the Director of Administrative Services, and the Budget Director.

- Monitors 140 different revenue sources.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To support current decision-making with up-to-date revenue projections.	Monthly analyses to monitor and project General Fund revenue for the current year.	12.
2 To produce quality projections, graphs, and narrative to detail the City's revenue situation for the annual budget.	Revenue section of the budget document drafted by 3/15/93 and finalized by 4/1/93.	1.
3 To produce reports on topics relevant to the City's fiscal health and funding options.	Reports.	3.
4 To support long-term operational planning by producing a multi-year revenue and expenditure forecast.	Quarterly updates.	4.
5 To annually produce a comprehensive report on the City's local receipts.	Report.	1.

**PROGRAM HISTORY BY OBJECT CODE**  
 PROGRAM 3. REVENUE MONITORING & FISCAL ANALYSIS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	82,616	79,246	107,886	107,439	-447
0110. Emergency Employees					
0120. Overtime	1,088		1,200	1,000	-200
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	83,704	79,246	109,086	108,439	-647
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	3,310	2,515	663	1,350	687
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs	98,935	77,702	300	300	
TOTAL CONTRACTUAL SERVICES	102,245	80,217	963	1,650	687
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat		558			
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	0	558	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	10	172			
TOTAL CURRENT CHGS & OBLIG	10	172	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment			200	200	
TOTAL EQUIPMENT	0	0	200	200	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>185,959</b>	<b>160,192</b>	<b>110,249</b>	<b>110,289</b>	<b>40</b>

**PROGRAM PERSONNEL**  
PROGRAM 3. REVENUE MONITORING & FISCAL ANALYSIS

POSITION	GRADE	FILLED	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
		3/17/92	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
EXEC ASST	MM10	1.00	1.00	56,962					1.00	56,962
PR ADM AST	MM8	1.00	1.00	38,929					1.00	38,929
ADM SEC	R17	0.25	0.25	9,448					0.25	9,448
<b>TOTAL</b>		<b>2.25</b>	<b>2.25</b>	<b>105,339</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>2.25</b>	<b>105,339</b>
 <b>PLUS:</b> DIFFERENTIAL PAYMENTS 0										
COLLECTIVE BARGAINING 0										
OTHER 2,100										
<b>MINUS:</b> SALARY SAVINGS 0										
FY 93 TOTAL REQUEST <u>2.25</u> <u>107,439</u>										

# **OFFICE OF BUDGET AND PROGRAM EVALUATION**

## **M/WBE PROGRAM COMMITMENT - FY93**

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

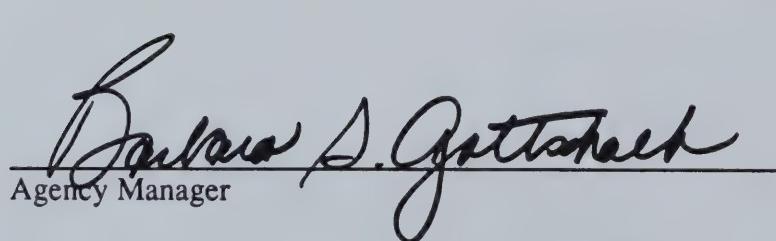
That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

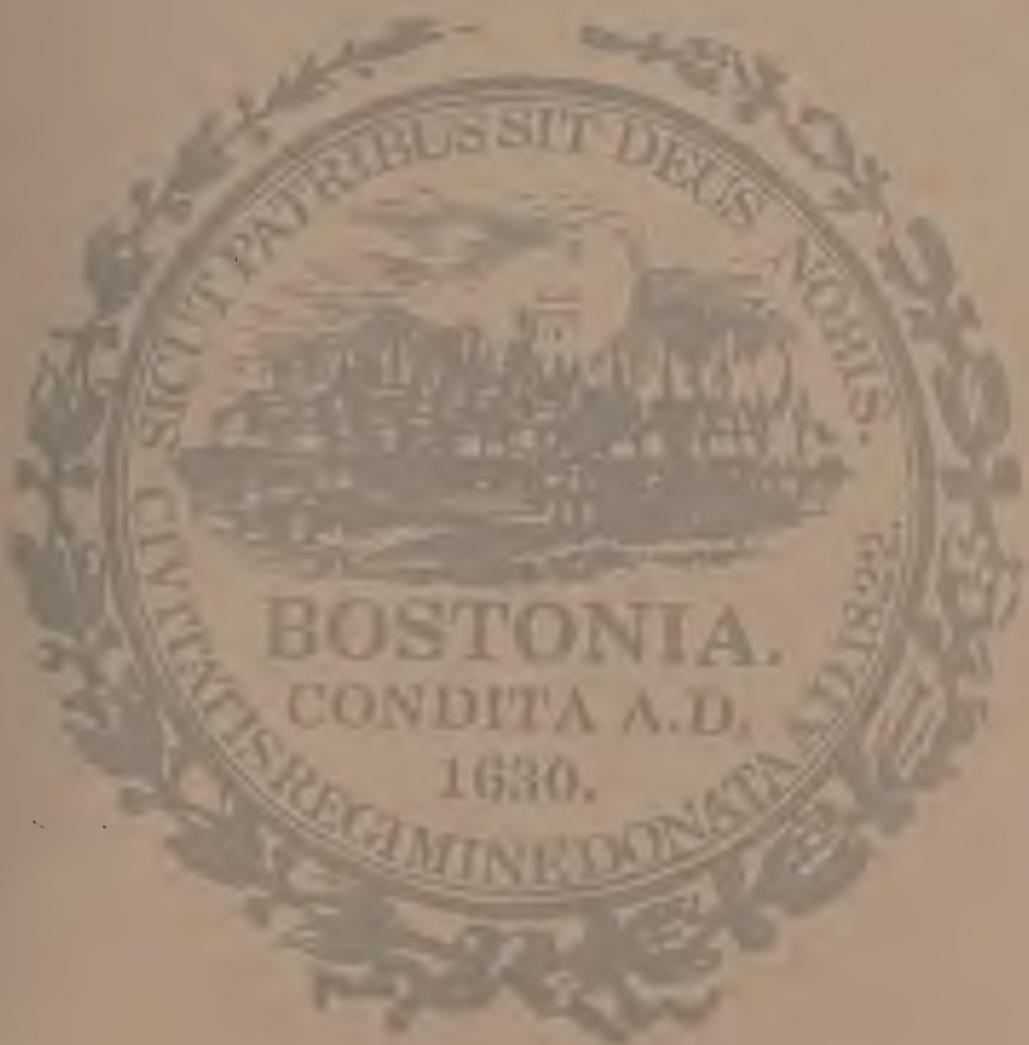
That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



Barbara S. Gottschalk  
Agency Manager





# **HEALTH BENEFITS AND INSURANCE DIVISION**



Irene Carrington

IRENE CARRINGTON, DIRECTOR

ACCOUNT # 011-140-0148

## **DEPARTMENT MISSION**

The Health Benefits and Insurance Division is responsible for providing life insurance and a variety of health insurance plans to active and retired employees of the City of Boston as efficiently and economically as possible within the guidelines of MGLA Chapter 32B.

## **DESCRIPTION OF SERVICES**

The Division's health benefit program offers participating employees the option of enrolling in one of four health maintenance organizations (HMOs), a traditional health insurance plan, or a managed care plan. The life insurance program offers basic coverage of \$5,000 term life insurance and optional insurance to a maximum of \$74,000.

## **DEPARTMENT BUDGET**

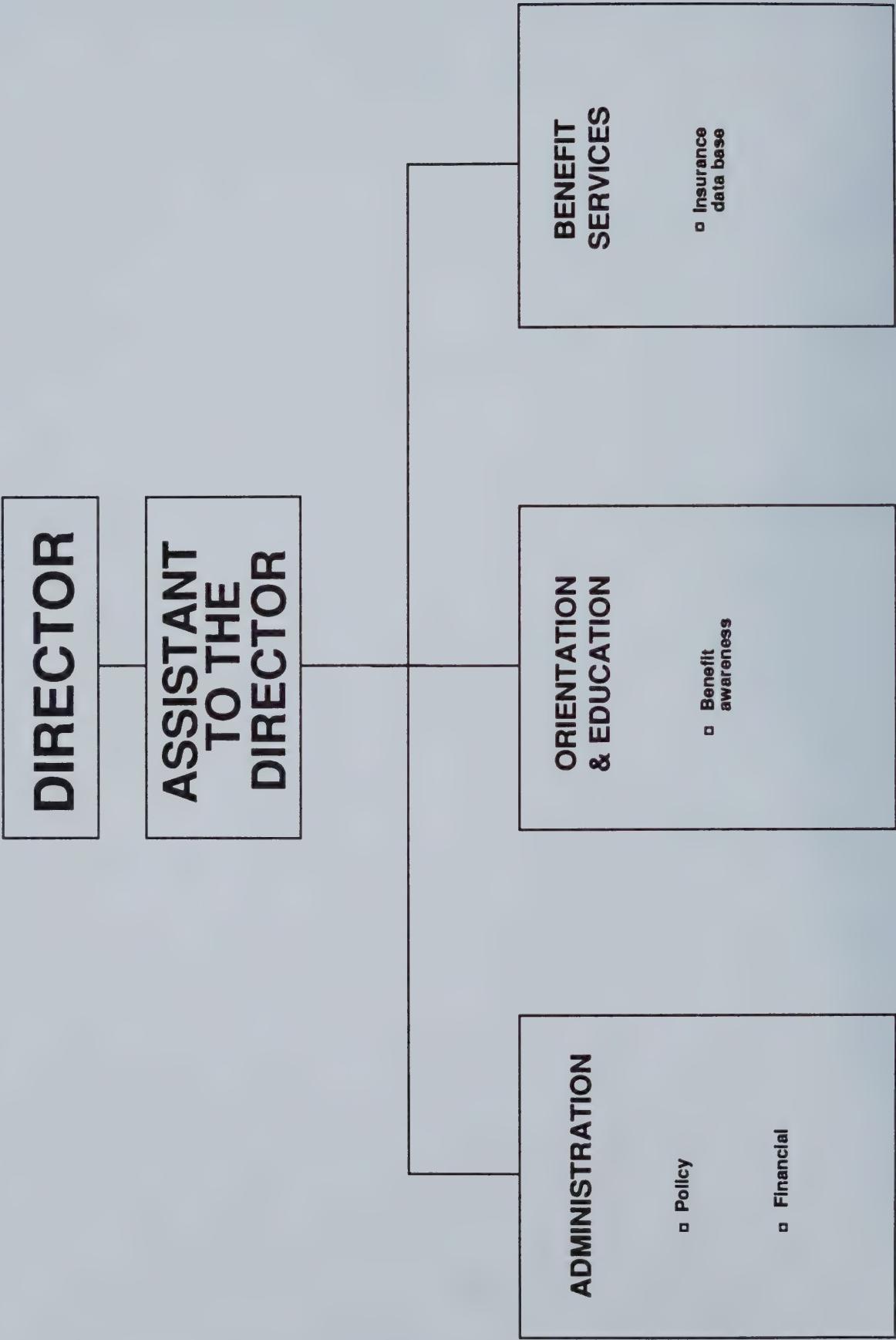
PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	3.5	\$201,370
2. ORIENTATION AND EDUCATION	0.5	\$18,285
3. BENEFITS SERVICES	9.0	\$67,780,345
<b>TOTAL DEPARTMENT</b>	<b>13.0</b>	<b>\$68,000,000</b>

This appropriation is broken down as follows: City expenses, \$65,000,000; County expenses, \$3,000,000.

## **AUTHORIZING STATUTES/ORDINANCES**

*Group Insurance Plan to Municipalities*, MGLA c. 32B, s. 1-17

# HEALTH BENEFITS AND INSURANCE DIVISION



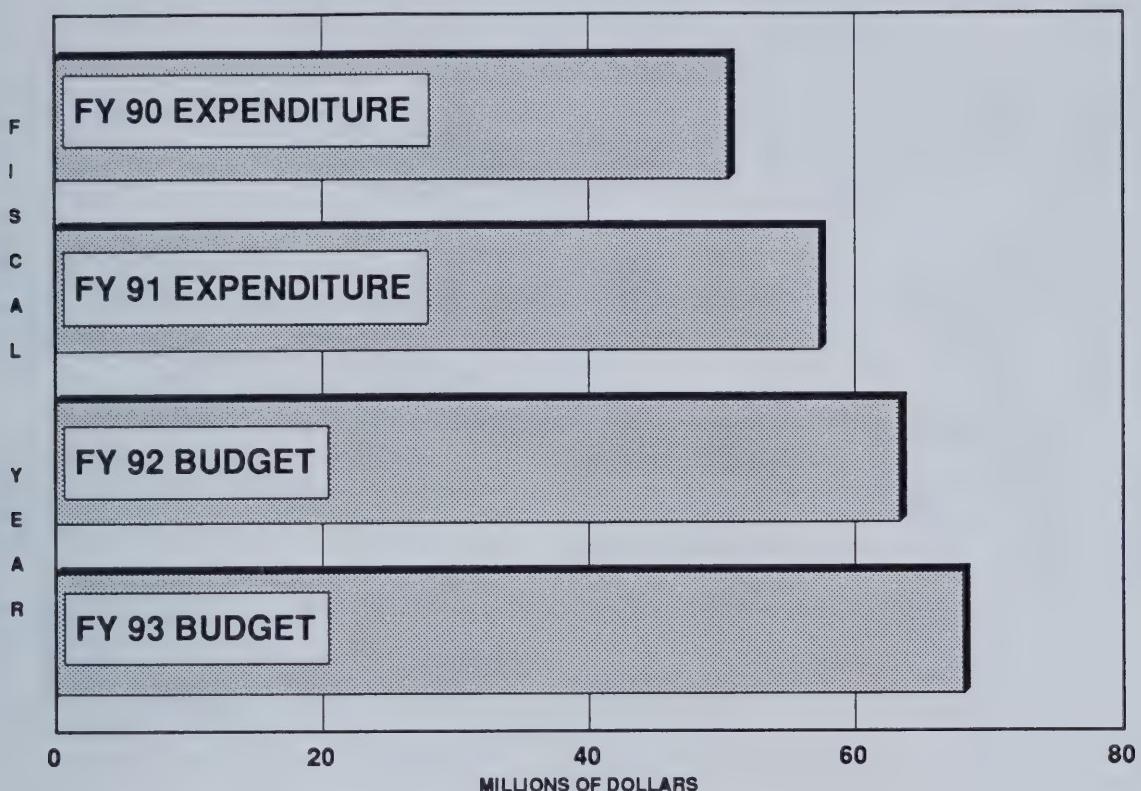
## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	364,290	419,586	415,248	423,216	7,968
0110. Emergency Employees	4,748	12,447	7,827	7,100	-727
0120. Overtime					
0160. Unemployment Comp	1,866	2,423	6,625	6,300	-325
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	370,904	434,456	429,700	436,616	6,916
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	6,346	5,039	4,800	4,800	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct	1,222	284	100		-100
0270. Repairs & Serv Equip	150	350			
0280. Transport of Persons					
0290. Misc Contractual Svcs	32,170	26,622	2,000	2,000	
TOTAL CONTRACTUAL SERVICES	39,888	32,295	6,900	6,800	-100
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	13,813	10,680	11,800	11,800	
0370. Clothing Allowance					
0390. Misc Supp & Mat		60	1,600	900	-700
TOTAL SUPPLIES & MATERIALS	13,813	10,740	13,400	12,700	-700
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	50,066,743	56,839,346	62,850,000	67,543,884	4,693,884
TOTAL CURRENT CHGS & OBLIG	50,066,743	56,839,346	62,850,000	67,543,884	4,693,884
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		1,045			
0590. Misc Equipment			158		
TOTAL EQUIPMENT	1,045		158	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>50,492,393</b>	<b>57,316,995</b>	<b>63,300,000</b>	<b>68,000,000</b>	<b>4,700,000</b>

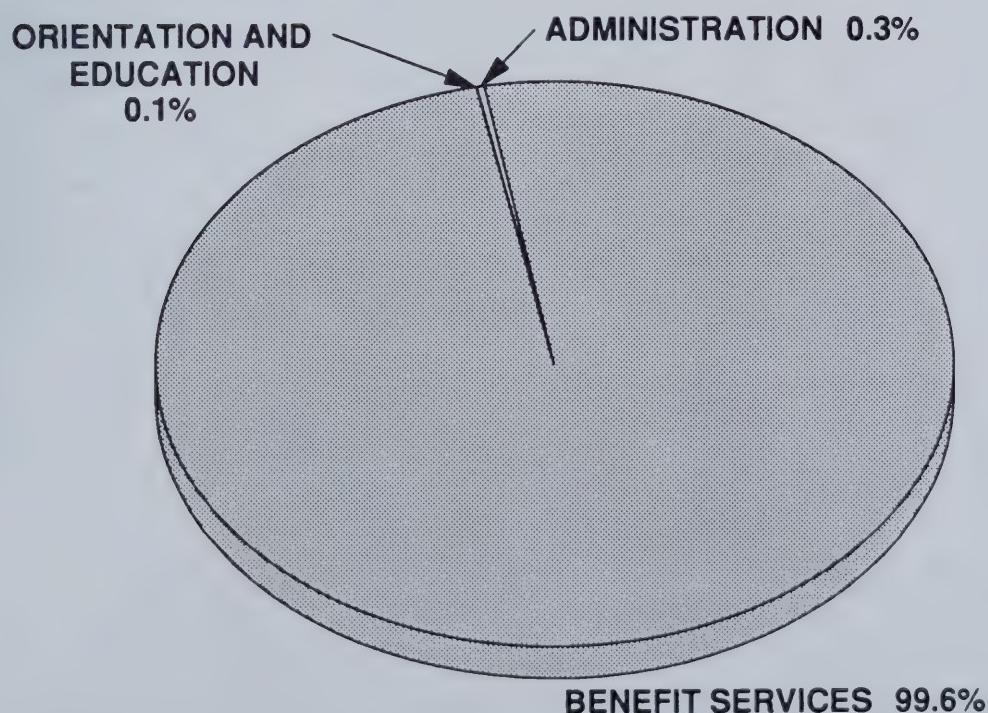
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
H INS COOR	MM12	1.00	1.00	63,467					1.00	63,467
A H I CR	MM9	1.00	1.00	55,794					1.00	55,794
PR ADM AST	MM8	1.00	1.00	51,882					1.00	51,882
SR AD AS	MM5	2.00	2.00	69,969					2.00	69,969
ADMIN ANL	R14	1.00	1.00	23,284					1.00	23,284
HD CLK SEC	R12	2.00	2.00	50,763					2.00	50,763
HEAD CLERK	R11	3.00	3.00	64,374					3.00	64,374
S DA EN OP	R9	1.00	1.00	18,525					1.00	18,525
CTX TS OP	R8	1.00	1.00	19,639					1.00	19,639
<b>TOTAL</b>		<b>13.00</b>	<b>13.00</b>	<b>417,697</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>13.00</b>	<b>417,697</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS				0
						COLLECTIVE BARGAINING				0
						OTHER				5,519
					<b>MINUS:</b>	SALARY SAVINGS			0.00	0
						FY 93 TOTAL REQUEST			<b>13.00</b>	<b>423,216</b>
						<b>Total Working January 1, 1991:</b>				<b>16.0</b>

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 ORIENT & ED	PROGRAM 3 BENEF SVCS	TOTAL
<b>PERSONAL SERVICES</b>				
0100. Permanent Employees	174,770	18,285	230,161	423,216
0110. Emergency Employees	7,100			7,100
0120. Overtime				
0160. Unemployment Comp			6,300	6,300
0170. Workmen's Comp				
TOTAL PERSONAL SERVICES	181,870	18,285	236,461	436,616
<b>CONTRACTUAL SERVICES</b>				
0210. Communications		4,800		4,800
0220. Light, Heat & Power				
0230. Water & Sewer				
0250. Garbage/Waste Removal				
0260. Repairs Bldg & Struct				
0270. Repairs & Serv Equip				
0280. Transport of Persons				
0290. Misc Contractual Svcs	2,000			2,000
TOTAL CONTRACTUAL SERVICES	6,800	0	0	6,800
<b>SUPPLIES &amp; MATERIALS</b>				
0300. Auto Energy Supp				
0320. Food Supplies				
0330. Heat Supp & Mat				
0340. Household Supp & Mat				
0350. Medical, Dental, Etc				
0360. Office Supp & Mat	11,800			11,800
0370. Clothing Allowance				
0390. Misc Supp & Mat	900			900
TOTAL SUPPLIES & MATERIALS	12,700	0	0	12,700
<b>CURRENT CHGS &amp; OBLIG</b>				
0450. Aid to Veterans				
0460. Equipment Lease/Purchase				
0470. Indemnification				
0490. Other Current Charges			67,543,884	67,543,884
TOTAL CURRENT CHGS & OBLIG	0	0	67,543,884	67,543,884
<b>EQUIPMENT</b>				
0500. Automotive Equip				
0560. Office Furn & Equip				
0590. Misc Equipment				
TOTAL EQUIPMENT	0	0	0	0
<b>OTHER</b>				
0600. Special Appropriation				
0700. Struct & Improvements				
0800. Land & Non-Structural				
TOTAL OTHER	0	0	0	0
<b>GRAND TOTAL</b>				
	<u><u>201,370</u></u>	<u><u>18,285</u></u>	<u><u>67,780,345</u></u>	<u><u>68,000,000</u></u>

# **PROGRAM 1. ADMINISTRATION**

IRENE CARRINGTON, MANAGER

ACCOUNT # 011-140-0148-HI01

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## **PROGRAM MISSION**

The Administration Program oversees the daily operation of the Division and provides administrative support services to carry out the functions of the office.

- Performs monthly audits of 6 health plans.
- Responds to over 4,500 people per year in person and over 14,000 telephone calls per year.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To audit monthly health insurance enrollment listings to identify cases of error and generate cost savings.	Dollars saved through listing audits.	\$20,000.
2 To compile a comprehensive monthly financial statement detailing status of health and life insurance plans.	Monthly financial statements.	12.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	164,463	201,272	172,779	174,770	1,991
110. Emergency Employees	1,197	7,022		7,100	7,100
0120. Overtime					
0160. Unemployment Comp	1,866	2,423			
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	167,526	210,717	172,779	181,870	9,091
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	6,346	5,039	4,800	4,800	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	1,222	284	100		-100
0280. Transport of Persons	150	350			
0290. Misc Contractual Svcs	32,054	6,657	1,500	2,000	500
TOTAL CONTRACTUAL SERVICES	39,772	12,330	6,400	6,800	400
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	13,314	9,933	11,300	11,800	500
0370. Clothing Allowance					
0390. Misc Supp & Mat		60	1,600	900	-700
TOTAL SUPPLIES & MATERIALS	13,314	9,993	12,900	12,700	-200
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	9,601	1,419			
TOTAL CURRENT CHGS & OBLIG	9,601	1,419	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	1,045				
0590. Misc Equipment		158			
TOTAL EQUIPMENT	1,045	158	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>231,258</b>	<b>234,617</b>	<b>192,079</b>	<b>201,370</b>	<b>9,291</b>

## **PROGRAM PERSONNEL**

### PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
H INS COOR	MM12	1.00	1.00	63,467					1.00	63,467
A H I CR	MM9	1.00	1.00	55,794					1.00	55,794
SR AD AS	MM5	1.50	1.50	52,027					1.50	52,027
<b>TOTAL</b>		<b>3.50</b>	<b>3.50</b>	<b>171,288</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>3.50</b>	<b>171,288</b>

**PLUS:** DIFFERENTIAL PAYMENTS 0

COLLECTIVE BARGAINING 0

OTHER 3,482

**MINUS:** SALARY SAVINGS 0.00 0

FY 93 TOTAL REQUEST 3.50 174,770

# **PROGRAM 2. ORIENTATION AND EDUCATION**

IRENE CARRINGTON, MANAGER

ACCOUNT # 011-140-0148-HI02

## **PROGRAM MISSION**

The Orientation and Education Program seeks to inform new and retiring employees of the health and life insurance benefits available to them. This program also provides information and education to all City employees concerning their insurance coverage, benefits, industry changes, and the effects of relevant new legislation.

- Approximately 1,000 employees/retirees attend seminars and orientations per year.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To update and educate active and retired employees with respect to current insurance programs and changes in coverage.	Orientations or seminars scheduled.	12.
2 To distribute newsletters and benefit updates.	Distributions of newsletter.	3.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. ORIENTATION AND EDUCATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	22,268	26,552	17,363	18,285	922
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	22,268	26,552	17,363	18,285	922
<b>CONTRACTUAL SERVICES</b>					
0210. Communications					
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs			500		-500
TOTAL CONTRACTUAL SERVICES	0	0	500	0	-500
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat			250		-250
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	0	0	250	0	-250
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	0	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>22,268</b>	<b>26,552</b>	<b>18,113</b>	<b>18,285</b>	<b>172</b>

**PROGRAM PERSONNEL**  
PROGRAM 2. ORIENTATION AND EDUCATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
SR AD AS	MM5	0.50	0.50	17,942					0.50	17,942
<b>TOTAL</b>		<b>0.50</b>	<b>0.50</b>	<b>17,942</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.50</b>	<b>17,942</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS				0
						COLLECTIVE BARGAINING				0
						OTHER				343
					<b>MINUS:</b>	SALARY SAVINGS		0.00		0
						FY 93 TOTAL REQUEST		<b>0.50</b>		<b>18,285</b>

# **PROGRAM 3. BENEFITS SERVICES**

IRENE CARRINGTON, MANAGER

ACCOUNT # 011-140-0148-HI04

## **PROGRAM MISSION**

The Benefit Services Program provides health and life insurance coverage to eligible employees and retirees under the guidelines of MGLA Chapter 32B. The program seeks to provide a varied selection of coverage as efficiently and economically as possible.

- Provides health and life insurance coverage to approximately 18,000 active and 12,000 retired employees and their families.
- Processes approximately 1,800 applications during open enrollment period.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To establish a separate Medicare Part A group for eligible retirees.	Group established.	1.
2 To establish membership subgroups for major elements within each HMO plan.	HMO bills on which subgroups appear by 6/30/93.	3.
3 To arrange for all HMO plans to provide Wellness Programs at City Hall for all City employees, at no cost to the City.	a Wellness Programs established. b Total annual participation.	3. 300.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 3. BENEFITS SERVICES

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	177,559	191,762	225,106	230,161	5,055
0110. Emergency Employees	3,551	5,425	7,827		-7,827
0120. Overtime					
0160. Unemployment Comp			6,625	6,300	-325
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	181,110	197,187	239,558	236,461	-3,097
<b>CONTRACTUAL SERVICES</b>					
0210. Communications					
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs	116	19,965			
TOTAL CONTRACTUAL SERVICES	116	19,965	0	0	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	499	747	250		-250
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	499	747	250	0	-250
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	50,057,142	56,837,927	62,850,000	67,543,884	4,693,884
TOTAL CURRENT CHGS & OBLIG	50,057,142	56,837,927	62,850,000	67,543,884	4,693,884
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>50,238,867</b>	<b>57,055,826</b>	<b>63,089,808</b>	<b>67,780,345</b>	<b>4,690,537</b>

**PROGRAM PERSONNEL**  
PROGRAM 3. BENEFITS SERVICES

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
PR ADM AST	MM8	1.00	1.00	51,882				1.00	51,882	
ADMIN ANL	R14	1.00	1.00	23,284				1.00	23,284	
HD CLK SEC	R12	2.00	2.00	50,763				2.00	50,763	
HEAD CLERK	R11	3.00	3.00	64,374				3.00	64,374	
S DA EN OP	R9	1.00	1.00	18,525				1.00	18,525	
CTX TS OP	R8	1.00	1.00	19,639				1.00	19,639	
<b>TOTAL</b>		<b>9.00</b>	<b>9.00</b>	<b>228,467</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>9.00</b>	<b>228,467</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	1,694
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>9.00</b>
		<b>230,161</b>

# **HEALTH BENEFITS AND INSURANCE DIVISION**

## **M/WBE PROGRAM COMMITMENT - FY93**

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.

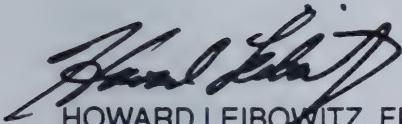


Jeane Cawley, Jr.  
Agency Manager





# INTERGOVERNMENTAL RELATIONS DIVISION



HOWARD LEIBOWITZ, FEDERAL RELATIONS,  
FRANCIS DOYLE, STATE RELATIONS,  
ROBERT FINNERAN, CITY COUNCIL LIAISON

ACCOUNT # 011-140-0150

## DEPARTMENT MISSION

The Intergovernmental Relations Division coordinates the City's relations with the federal, state, and other local governments, seeking to foster constructive links between the City and these entities. The Division keeps the Mayor informed on intergovernmental issues and assists him in representing the City's interests in these matters. In addition, the Division provides a liaison between the Administration and the Boston City Council.

## DESCRIPTION OF SERVICES

The Division tracks legislation and policy initiatives that concern the City directly, or urban and regional affairs more generally. It arranges for testimony by the Mayor, or on behalf of the Mayor, at legislative hearings of special concern. It maintains liaison with and coordinates the City's participation in national, state, and municipal organizations. The Division also seeks out federal and state grant opportunities.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. INTERGOVERNMENTAL RELATIONS	9.0	\$610,400
<b>TOTAL DEPARTMENT</b>	<b>9.0</b>	<b>\$610,400</b>

## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	376,752	399,858	403,994	407,623	3,629
0110. Emergency Employees		3,596			
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	376,752	403,454	403,994	407,623	3,629
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	7,338	6,479	5,600	6,300	700
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	384	740	2,100	1,820	-280
0280. Transport of Persons	3,973	5,998	1,000	1,000	
0290. Misc Contractual Svcs	101,147	98,829	91,800	90,200	-1,600
TOTAL CONTRACTUAL SERVICES	112,842	112,046	100,500	99,320	-1,180
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	3,864	2,811	2,500	2,000	-500
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	3,864	2,811	2,500	2,000	-500
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	97,784	96,747	103,406	101,457	-1,949
TOTAL CURRENT CHGS & OBLIG	97,784	96,747	103,406	101,457	-1,949
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>591,242</b>	<b>615,058</b>	<b>610,400</b>	<b>610,400</b>	<b>0</b>

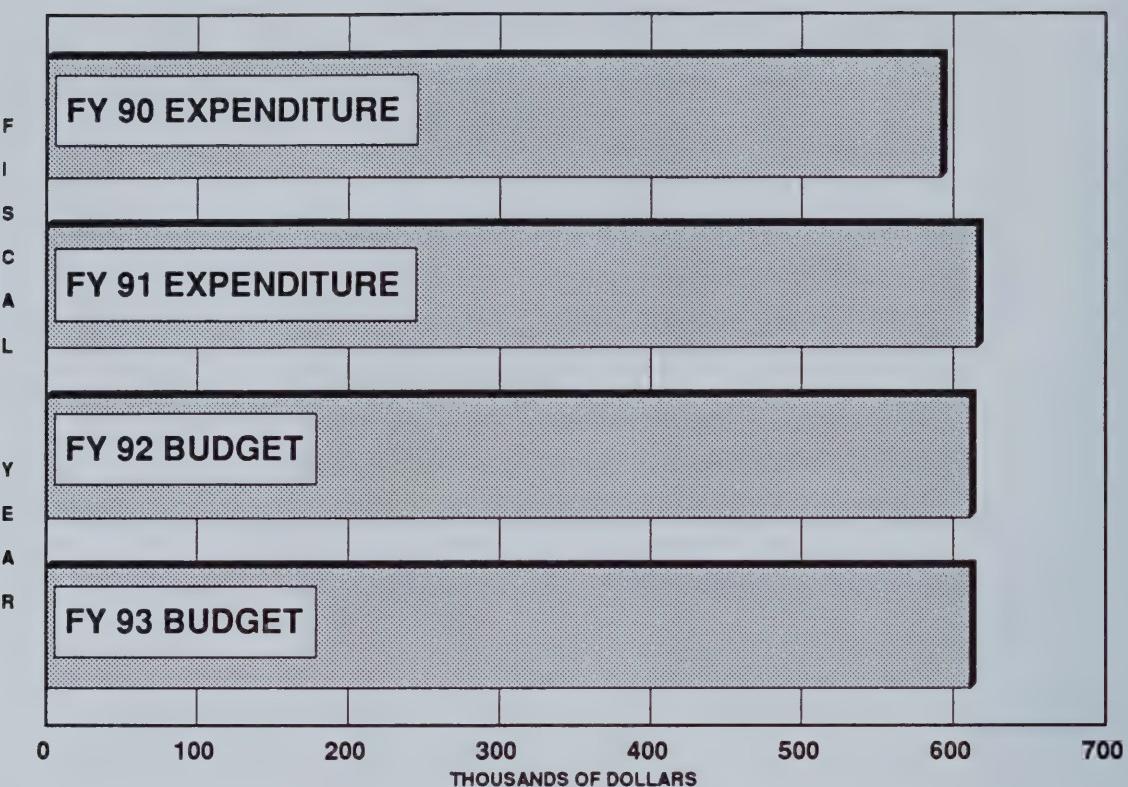
## **DEPARTMENT PERSONNEL**

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	
EXEC ASST	MM10	2.00	2.00	120,867					2.00	120,867
PR ADM AST	MM10	1.00	1.00	60,434					1.00	60,434
PR ADM AST	MM8	1.00	1.00	39,793					1.00	39,793
FED A COOR	MM7	1.00	1.00	47,389					1.00	47,389
CONTRACT M	MM5	1.00	1.00	39,418					1.00	39,418
MGMT ANLST	MM5	1.00	1.00	39,418					1.00	39,418
ADMIN ASST	R15	1.00	1.00	32,275					1.00	32,275
HD ADM CLK	R13	1.00	1.00	26,529					1.00	26,529
<b>TOTAL</b>		<b>9.00</b>	<b>9.00</b>	<b>406,123</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>9.00</b>	<b>406,123</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		1,500
<b>MINUS:</b>	<b>SALARY SAVINGS</b>	<b>0.00</b>
	<b>FY 93 TOTAL REQUEST</b>	<b>9.00</b>
		<b>407,623</b>

**Total Working January 1, 1991:**                   **8.0**

## HISTORICAL EXPENDITURES



# **PROGRAM 1. INTERGOVERNMENTAL RELATIONS**

HOWARD LEIBOWITZ,  
FRANCIS DOYLE,  
ROBERT FINNERAN, MANAGERS

ACCOUNT # 011-140-0150-IR01

## **PROGRAM MISSION**

The Intergovernmental Relations Program monitors, analyzes, and advocates for legislation and policy initiatives that concern the City directly, or urban and regional affairs more generally, on the federal, state and local levels. Each unit of the Division maintains a liaison relationship with the appropriate legislative and executive branches of government. Additionally, each unit is charged with the establishment and maintenance of ongoing relationships with groups, organizations, and associations on behalf of the Mayor and the City. The Division also seeks to identify grant opportunities for which the City is eligible.

- 3 major association memberships maintained.
- \$71 million in grants awarded to Boston in FY91.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To monitor, analyze, and advocate on behalf of the City at the federal, state, and local levels of government.	a Federal legislation items monitored.  b State legislation items submitted and monitored.  c City legislation items submitted and monitored.	30.  750.  100.
2 To maintain ongoing relationships with the National League of Cities, the U.S. Conference of Mayors, the Massachusetts Municipal Association, and the Massachusetts Mayors Association.	Organization meetings attended.	100.
3 To arrange for testimony by the Mayor, or on behalf of the Mayor, at appropriate legislative, regulatory, and public interest hearings.	Testimonies by, or on behalf of, the Mayor.	75.
4 To identify grant opportunities for the City and its departments, and non-profit agencies.	Grant opportunities identified.	120.

# **INTERGOVERNMENTAL RELATIONS DIVISION**

## **M/WBE PROGRAM COMMITMENT - FY93**

The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

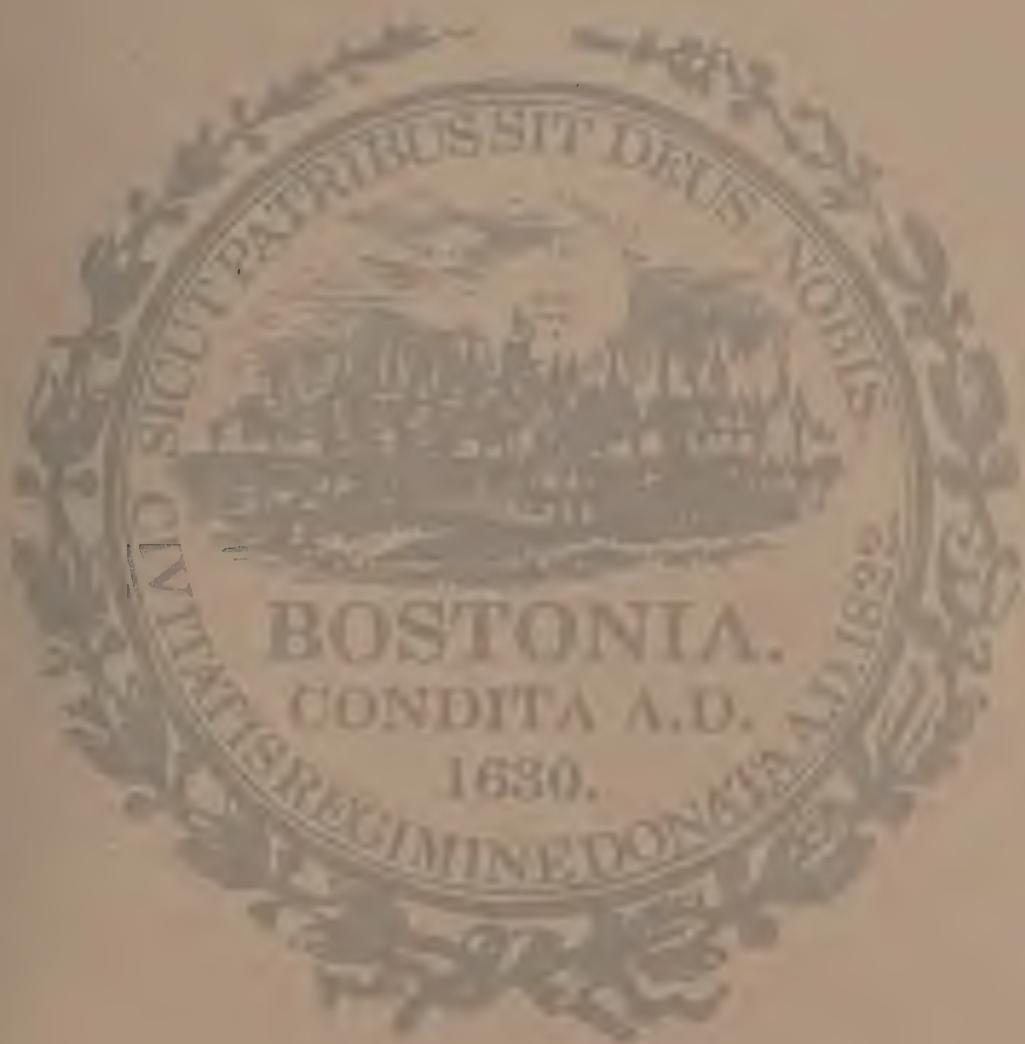
That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Agency Manager**





# OFFICE OF LABOR RELATIONS

*Cynthia Denehy*

CYNTHIA DENEHY, SUPERVISOR

ACCOUNT # 011-140-0147

## DEPARTMENT MISSION

The Office of Labor Relations serves as the City's agent in all dealings with collective bargaining units, and provides legal services in the area of labor relations and employment law.

## DESCRIPTION OF SERVICES

The Office of Labor Relations represents City and County departments in all labor relations matters before state and federal courts, state agencies, and in various other forums. The Office negotiates and administers collective bargaining agreements with 19 unions and 29 bargaining units covering 10,000 employees. Additionally, the Office advises City managers and supervisors on labor-management relations.

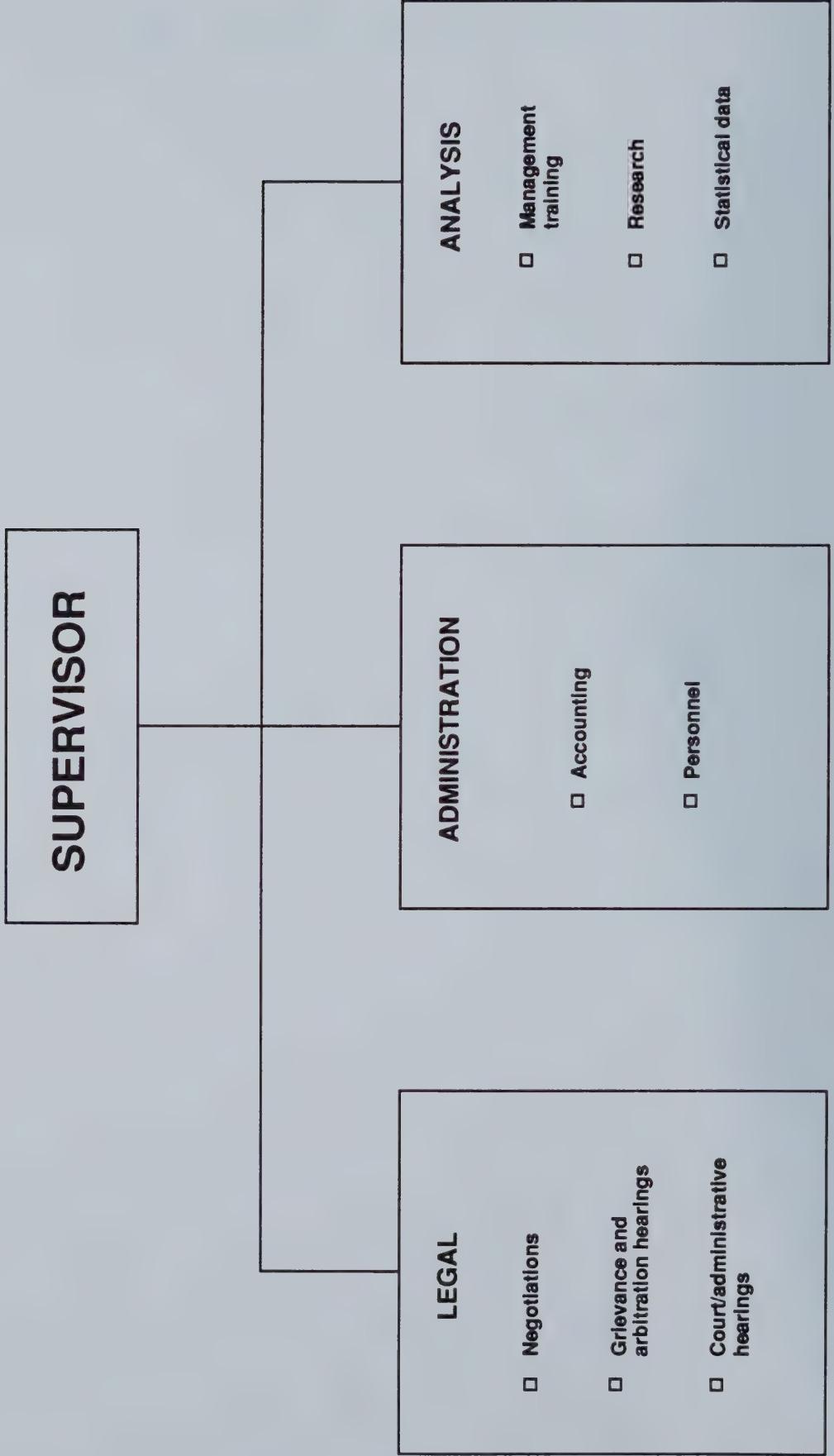
## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. LABOR RELATIONS	8.0	\$348,080
<b>TOTAL DEPARTMENT</b>	<b>8.0</b>	<b>\$348,080</b>

## AUTHORIZING STATUTES/ORDINANCES

*Duties of Supervisor of Labor Relations, CBC Ord. 5, s. 4*

# OFFICE OF LABOR RELATIONS



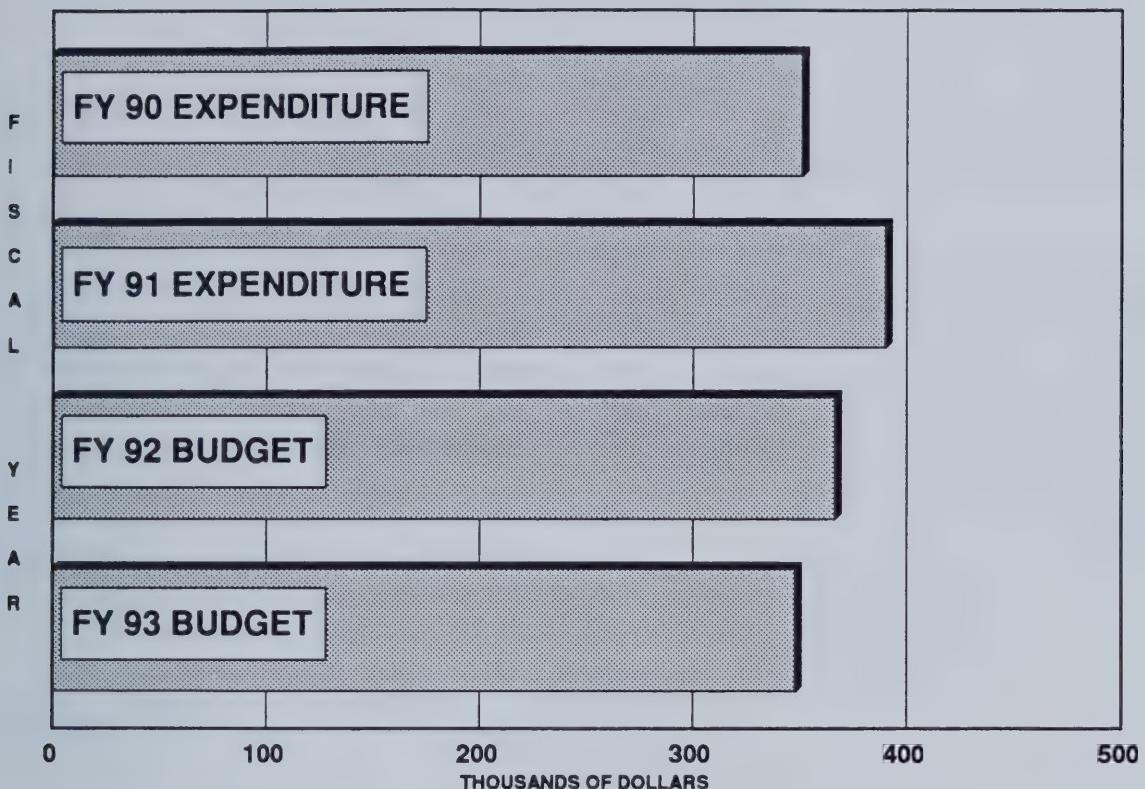
## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	289,664	338,281	344,300	337,930	-6,370
0110. Emergency Employees					
0120. Overtime			6,000		-6,000
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	289,664	338,281	350,300	337,930	-12,370
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	4,487	3,981	6,000	5,000	-1,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	2,160	952	1,500	1,500	
0280. Transport of Persons	496	282			
0290. Misc Contractual Svcs	44,518	38,930	6,000	1,700	-4,300
TOTAL CONTRACTUAL SERVICES	51,661	44,145	13,500	8,200	-5,300
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	2,762	1,805	2,150	1,500	-650
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	2,762	1,805	2,150	1,500	-650
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	4,050	4,050			
0490. Other Current Charges	2,929	1,778	450	450	
TOTAL CURRENT CHGS & OBLIG	6,979	5,827	450	450	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>351,066</b>	<b>390,058</b>	<b>366,400</b>	<b>348,080</b>	<b>-18,320</b>

## **DEPARTMENT PERSONNEL**

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
SPV LAB RL		1.00	1.00	60,001				1.00	60,001	
AS CP CN 3	MM8	3.00	4.00	176,831				4.00	176,831	
AAST(LR)	MM4	1.00	1.00	35,795				1.00	35,795	
LB RL ANL	MM4	1.00	1.00	35,795				1.00	35,795	
LEGAL SEC	R12	1.00	1.00	25,508				1.00	25,508	
<b>TOTAL</b>		<b>7.00</b>	<b>8.00</b>	<b>333,930</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>8.00</b>	<b>333,930</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS				0
						COLLECTIVE BARGAINING				0
						OTHER				4,000
					<b>MINUS:</b>	SALARY SAVINGS			0.00	0
						FY 93 TOTAL REQUEST			<b>8.00</b>	<b>337,930</b>
						<b>Total Working January 1, 1991:</b>				<b>9.0</b>

## HISTORICAL EXPENDITURES



# **PROGRAM 1. LABOR RELATIONS**

CYNTHIA DENEHY, MANAGER

ACCOUNT # 011-140-0147-LR01

## **PROGRAM MISSION**

The Office of Labor Relations provides legal representation to the Mayor and City and County Departments on all matters of labor relations in court settings and in all contract negotiations with unions representing City and County employees. The Office provides a forum for the timely resolution and/or employer response to grievances filed under the various collective bargaining agreements covering City and County employees. Additionally, the Office assists and advises City and County Departments in administering and interpreting the various collective bargaining agreements and in matters of general labor relations law.

- Negotiates and administers approximately 29 collective bargaining agreements with approximately 19 local unions, covering 11,000 employees.
- Handles an average of 300 grievance hearings and 350 administrative hearings annually.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To negotiate with unions representing City and County employees.	Number of negotiation sessions.	50.
2 To provide training for, and ongoing communication with, management and supervisory personnel.	a Percent of requests for advice fulfilled within 24 hours.  b Percent of departments trained within 6 wks. of contract execution.	80%.  100%.
3 To process grievances within five weeks.	a Percent of hearings scheduled within 3 wks. of filing.  b Percent of written decisions prepared within 2 wks. of hearing.	100%.  60%.
4 To represent the City in all arbitrations, administrative and court proceedings involving labor relations.	Percent of hours spent on major cases.	To be reported.

# **OFFICE OF LABOR RELATIONS**

## **M/WBE PROGRAM COMMITMENT - FY93**

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

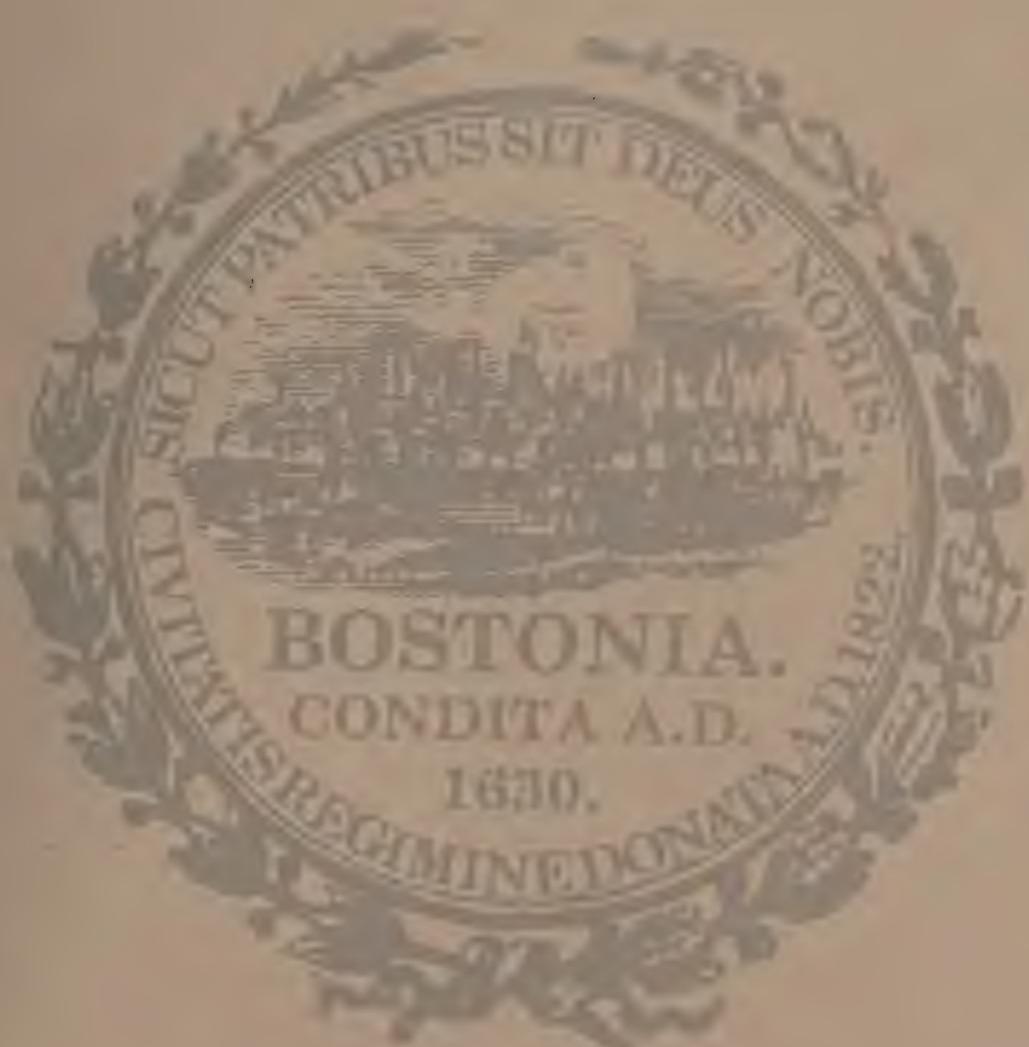
That a minimum of 5% of of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.

Cynthia Denby  
Agency Manager





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# **MANAGEMENT INFORMATION SYSTEMS DIVISION**



ALLAN STERN, DIRECTOR

ACCOUNT # 011-140-0149

## **DEPARTMENT MISSION**

The Management Information Systems (MIS) Division is responsible for the design, purchase, development, and maintenance of information systems for the City of Boston. This includes acquisition of hardware, software, and consultant services. The Division is also responsible for the enforcement of the cable television license and oversight of the construction and operation of the cable system.

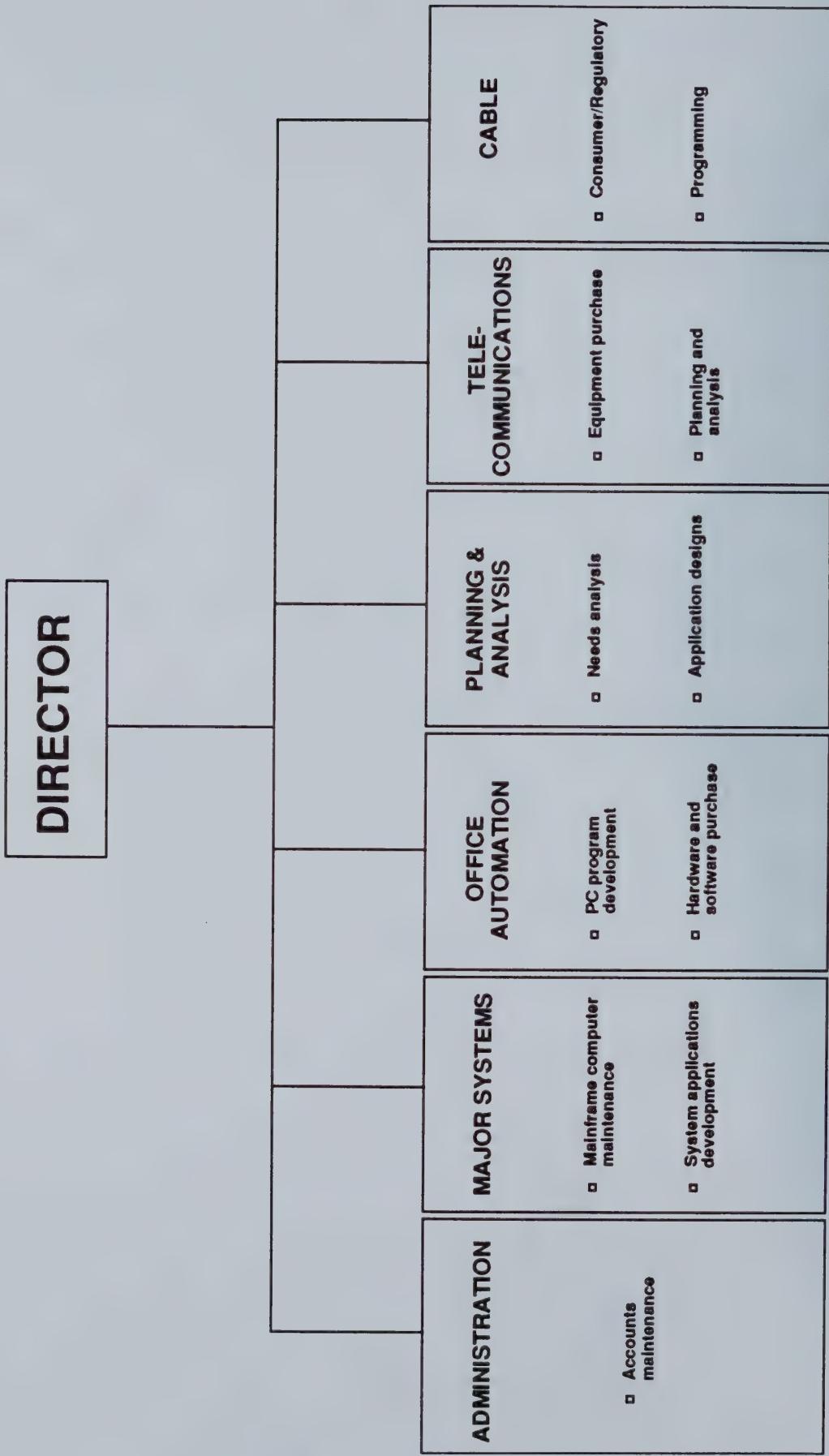
## **DESCRIPTION OF SERVICES**

The Management Information Systems Division maintains and enhances the City's computing capacity to support ongoing City operations and to increase overall efficiency. It meets the hardware, software, and consulting needs of departments, especially in the areas of major systems, office automation, and telecommunications.

## **DEPARTMENT BUDGET**

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	6.0	\$391,810
2. MAJOR SYSTEMS	54.0	\$3,298,580
3. PLANNING AND ANALYSIS	1.0	\$45,800
4. OFFICE AUTOMATION	15.0	\$1,459,055
5. TELECOMMUNICATIONS	6.0	\$580,780
6. CABLE	4.0	\$224,050
<b>TOTAL DEPARTMENT</b>	<b>86.0</b>	<b>\$6,000,075</b>

# MANAGEMENT INFORMATION SYSTEMS



## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	3,410,849	3,552,562	3,555,387	3,609,880	54,493
0110. Emergency Employees	174,914	190,363	130,420	186,450	56,030
0120. Overtime	38,102	30,886	22,360	27,650	5,290
0160. Unemployment Comp	12,931	4,267	6,000	6,000	
0170. Workmen's Comp	30,582	42,649	15,000	17,000	2,000
TOTAL PERSONAL SERVICES	<u>3,667,378</u>	<u>3,820,727</u>	<u>3,729,167</u>	<u>3,846,980</u>	<u>117,813</u>
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	49,641	61,930	43,200	55,300	12,100
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	701,919	501,723	484,090	525,050	40,960
0280. Transport of Persons					
0290. Misc Contractual Svcs	492,724	565,532	147,030	172,000	24,970
TOTAL CONTRACTUAL SERVICES	<u>1,244,284</u>	<u>1,129,185</u>	<u>674,320</u>	<u>752,350</u>	<u>78,030</u>
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	82,258	72,609	25,100	75,500	50,400
0370. Clothing Allowance					
0390. Misc Supp & Mat	121,271	127,669	46,000	94,300	48,300
TOTAL SUPPLIES & MATERIALS	<u>203,529</u>	<u>200,278</u>	<u>71,100</u>	<u>169,800</u>	<u>98,700</u>
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	1,703,388	1,701,601	1,554,150	560,545	-993,605
0490. Other Current Charges	875,148	903,361	501,000	635,900	134,900
TOTAL CURRENT CHGS & OBLIG	<u>2,578,536</u>	<u>2,604,962</u>	<u>2,055,150</u>	<u>1,196,445</u>	<u>-858,705</u>
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		958		1,000	1,000
0590. Misc Equipment	250,276	608,473	29,000	33,500	4,500
TOTAL EQUIPMENT	<u>250,276</u>	<u>609,432</u>	<u>29,000</u>	<u>34,500</u>	<u>5,500</u>
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>GRAND TOTAL</b>	<b><u>7,944,003</u></b>	<b><u>8,364,583</u></b>	<b><u>6,558,737</u></b>	<b><u>6,000,075</u></b>	<b><u>-558,662</u></b>

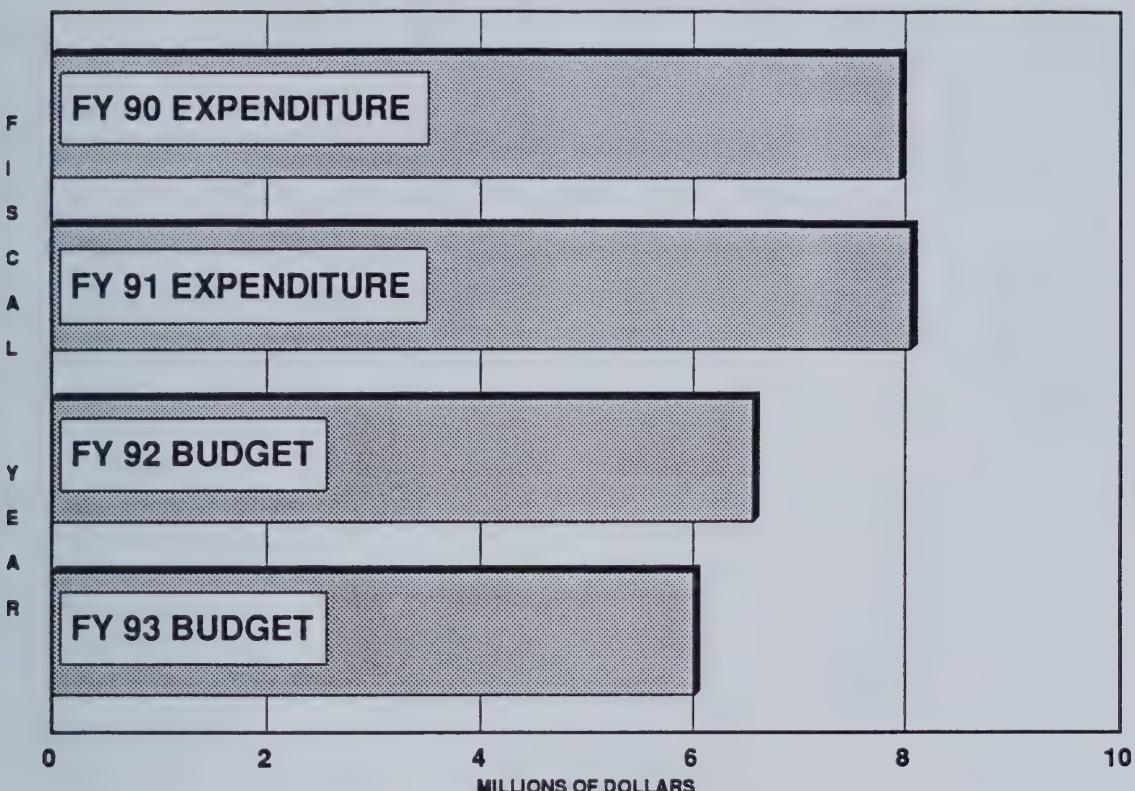
## **DEPARTMENT PERSONNEL**

POSITION	GRADE	FILLED	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
		3/17/92	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
EX AS MIS	MM14	1.00	1.00	73,320					1.00	73,320
DP SRV DIR	MM11	1.00	1.00	64,200					1.00	64,200
P DP SA-DP	MM11	5.00	5.00	321,000					5.00	321,000
DP PRJ MGR	MM10	2.00	2.00	117,800					2.00	117,800
EX AS ASN	MM10	1.00	1.00	60,430					1.00	60,430
SR D P S A	MM10	7.00	7.00	413,130					7.00	413,130
DIR/PL DEV	MM8	1.00	1.00	44,450					1.00	44,450
PR ADM AST	MM8	2.00	2.00	103,370					2.00	103,370
SR ADM ANL	MM8	2.00	2.00	84,780					2.00	84,780
SR D P S A	MM8	10.00	10.00	517,990					10.00	517,990
SR EMP DEV	MM8		1.00	50,640					1.00	50,640
M DA PROC	MM7	1.00	1.00	47,390					1.00	47,390
DP SYS AN	MM6	8.00	8.00	322,960					8.00	322,960
MGR DP	MM6	2.00	2.00	86,080					2.00	86,080
SPV PAYRLS	MM6	1.00	1.00	43,040					1.00	43,040
MG SM OPRN	MM5	1.00	1.00	39,420					1.00	39,420
SR AD ASST	MM5	2.00	2.00	73,640					2.00	73,640
AST MANAGR	MM4	7.00	7.00	248,170					7.00	248,170
DP COORD	MM4	1.00	1.00	29,150					1.00	29,150
EDP IN/OUT	MM4	1.00	1.00	35,795					1.00	35,795
DP EQUIP T	R15	7.00	7.00	223,410					7.00	223,410
MGMT ANLYS	R15	1.00	1.00	31,250					1.00	31,250
SS M O VS	R15	1.00	1.00	32,280					1.00	32,280
SR PROGRMR	R15	1.00	1.00	32,280					1.00	32,280
OFF AP MNT	R14	1.00	1.00	28,690					1.00	28,690
SPV ST M O	R14	6.00	6.00	171,130					6.00	171,130
SR COMP OP	R13	8.00	8.00	204,640					8.00	204,640
ASST SUPVR	R11	3.00	3.00	72,490					3.00	72,490
COMP OPER	R10	3.00	3.00	66,550					3.00	66,550
<b>TOTAL</b>		<b>87.00</b>	<b>88.00</b>	<b>3,639,475</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>88.00</b>	<b>3,639,475</b>

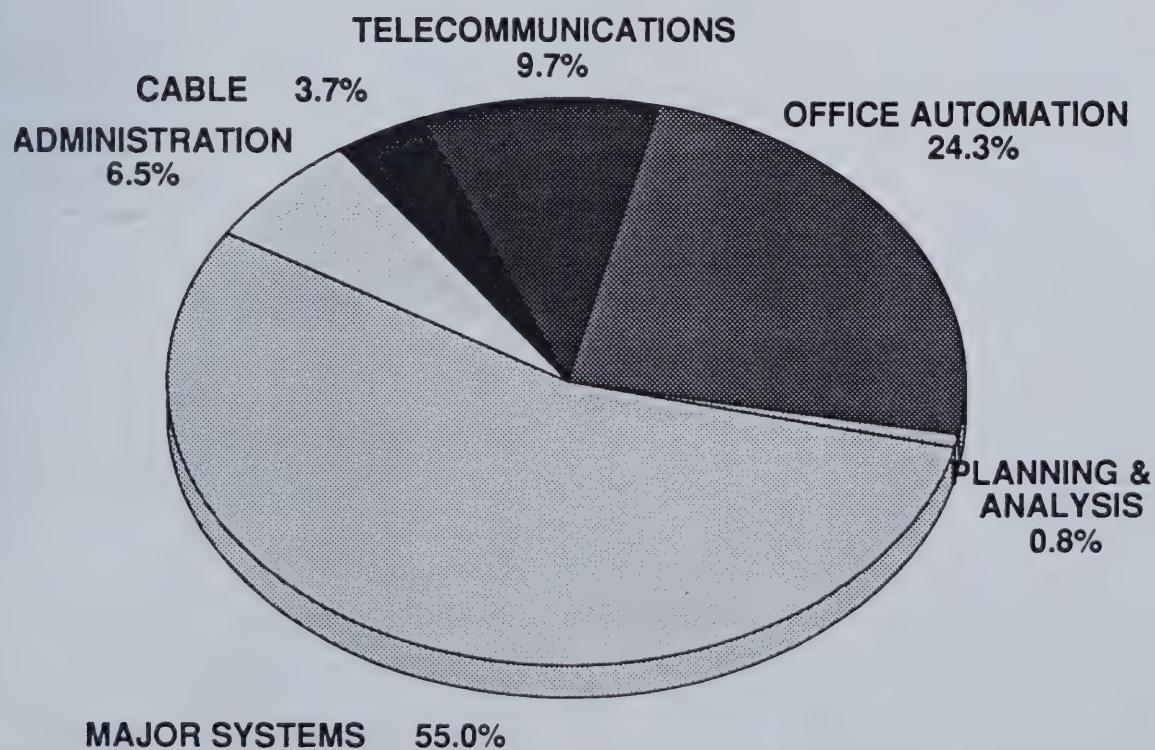
<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	8,350
	COLLECTIVE BARGAINING	0
	OTHER	48,490
<b>MINUS:</b>	SALARY SAVINGS	2.00
	FY 93 TOTAL REQUEST	<b>86.00</b>
		<b>3,609,880</b>

**Total Working January 1, 1991:** 90.0

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 MAJOR SYSTS	PROGRAM 3 PLAN & ANLYS	PROGRAM 4 OFC AUTOMAT
<b>PERSONAL SERVICES</b>				
0100. Permanent Employees	307,580	2,252,000	44,450	545,010
0110. Emergency Employees	26,530			159,920
0120. Overtime		8,120		12,560
0160. Unemployment Comp				6,000
0170. Workmen's Comp	17,000			
TOTAL PERSONAL SERVICES	351,110	2,260,120	44,450	723,490
<b>CONTRACTUAL SERVICES</b>				
0210. Communications	20,000	1,500		1,500
0220. Light, Heat & Power				
0230. Water & Sewer				
0250. Garbage/Waste Removal				
0260. Repairs Bldg & Struct				
0270. Repairs & Serv Equip	1,000	359,050		137,000
0280. Transport of Persons				
0290. Misc Contractual Svcs	9,000			2,000
TOTAL CONTRACTUAL SERVICES	30,000	360,550	0	140,500
<b>SUPPLIES &amp; MATERIALS</b>				
0300. Auto Energy Supp				
0320. Food Supplies				
0330. Heat Supp & Mat				
0340. Household Supp & Mat				
0350. Medical, Dental, Etc				
0360. Office Supp & Mat	6,000	66,000	500	2,000
0370. Clothing Allowance				
0390. Misc Supp & Mat	1,500	41,300	500	34,500
TOTAL SUPPLIES & MATERIALS	7,500	107,300	1,000	36,500
<b>CURRENT CHGS &amp; OBLIG</b>				
0450. Aid to Veterans				
0460. Equipment Lease/Purchase		84,610		471,565
0470. Indemnification				
0490. Other Current Charges	1,200	483,000	350	75,500
TOTAL CURRENT CHGS & OBLIG	1,200	567,610	350	547,065
<b>EQUIPMENT</b>				
0500. Automotive Equip				
0560. Office Furn & Equip	1,000			
0590. Misc Equipment	1,000	3,000		11,500
TOTAL EQUIPMENT	2,000	3,000	0	11,500
<b>OTHER</b>				
0600. Special Appropriation				
0700. Struct & Improvements				
0800. Land & Non-Structural				
TOTAL OTHER	0	0	0	0
<b>GRAND TOTAL</b>	<b>391,810</b>	<b>3,298,580</b>	<b>45,800</b>	<b>1,459,055</b>

## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 5 TELECOMM	PROGRAM 6 CABLE	TOTAL
<b>PERSONAL SERVICES</b>			
0100. Permanent Employees	260,010	200,830	3,609,880
0110. Emergency Employees			186,450
0120. Overtime	6,970		27,650
0160. Unemployment Comp			6,000
0170. Workmen's Comp			17,000
TOTAL PERSONAL SERVICES	<u>266,980</u>	<u>200,830</u>	<u>3,846,980</u>
<b>CONTRACTUAL SERVICES</b>			
0210. Communications	31,300	1,000	55,300
0220. Light, Heat & Power			
0230. Water & Sewer			
0250. Garbage/Waste Removal			
0260. Repairs Bldg & Struct			
0270. Repairs & Serv Equip	20,000	8,000	525,050
0280. Transport of Persons			
0290. Misc Contractual Svcs	160,000	1,000	172,000
TOTAL CONTRACTUAL SERVICES	<u>211,300</u>	<u>10,000</u>	<u>752,350</u>
<b>SUPPLIES &amp; MATERIALS</b>			
0300. Auto Energy Supp			
0320. Food Supplies			
0330. Heat Supp & Mat			
0340. Household Supp & Mat			
0350. Medical, Dental, Etc			
0360. Office Supp & Mat	500	500	75,500
0370. Clothing Allowance			
0390. Misc Supp & Mat	8,500	8,000	94,300
TOTAL SUPPLIES & MATERIALS	<u>9,000</u>	<u>8,500</u>	<u>169,800</u>
<b>CURRENT CHGS &amp; OBLIG</b>			
0450. Aid to Veterans			
0460. Equipment Lease/Purchase		4,370	560,545
0470. Indemnification			
0490. Other Current Charges	75,500	350	635,900
TOTAL CURRENT CHGS & OBLIG	<u>75,500</u>	<u>4,720</u>	<u>1,196,445</u>
<b>EQUIPMENT</b>			
0500. Automotive Equip			
0560. Office Furn & Equip			1,000
0590. Misc Equipment	18,000		33,500
TOTAL EQUIPMENT	<u>18,000</u>	<u>0</u>	<u>34,500</u>
<b>OTHER</b>			
0600. Special Appropriation			
0700. Struct & Improvements			
0800. Land & Non-Structural			
TOTAL OTHER	<u>0</u>	<u>0</u>	<u>0</u>
<b>GRAND TOTAL</b>			
	<u><b>580,780</b></u>	<u><b>224,050</b></u>	<u><b>6,000,075</b></u>

# **PROGRAM 1. ADMINISTRATION**

MARIE DONOVAN, MANAGER

ACCOUNT # 011-140-0149-MI01

## **PROGRAM MISSION**

The Administration Program provides support and services to the Division's five operating programs. This includes contract processing, financial and personnel paper work, monitoring budgets and expenditures, and providing tracking and summary reports for use by management. The program also maintains supplies, and provides reproduction services and other administrative support for these programs.

- Maintains 45 department service contracts (software license, hardware repair, maintenance).
- Processes approximately 700 invoices for vendor payments annually.
- Handles approximately 200 departmental computer and telecommunication requests.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To improve processing time for financial documents.	Avg. days processing time.	7.
2 To expedite all computer and telecommunication equipment purchase requests from City departments through proper channels.	Avg. days processing time.	2.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	190,885	287,721	308,800	307,580	-1,220
0110. Emergency Employees	12,604	45,210	25,110	26,530	1,420
0120. Overtime					
0160. Unemployment Comp	12,931	2,478			
0170. Workmen's Comp	29,394	37,276	15,000	17,000	2,000
TOTAL PERSONAL SERVICES	245,814	372,685	348,910	351,110	2,200
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	15,152	14,602	16,200	20,000	3,800
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct			1,000	1,000	
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs	24,753	20,115	7,030	9,000	1,970
TOTAL CONTRACTUAL SERVICES	39,905	34,717	24,230	30,000	5,770
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	5,001	5,474	4,600	6,000	1,400
0370. Clothing Allowance					
0390. Misc Supp & Mat	245		1,000	1,500	500
TOTAL SUPPLIES & MATERIALS	5,246	5,474	5,600	7,500	1,900
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase		10,267			
0490. Other Current Charges	3,276		300	1,200	900
TOTAL CURRENT CHGS & OBLIG	3,276	10,267	300	1,200	900
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		958		1,000	1,000
0590. Misc Equipment		267	1,000	1,000	
TOTAL EQUIPMENT	0	1,225	1,000	2,000	1,000
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>294,241</b>	<b>424,369</b>	<b>380,040</b>	<b>391,810</b>	<b>11,770</b>

## **PROGRAM PERSONNEL**

### PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
EX AS MIS	MM14	1.00	1.00	73,320					1.00	73,320
DP SRV DIR	MM11	1.00	1.00	64,200					1.00	64,200
SR D P S A	MM10	1.00	1.00	50,550					1.00	50,550
PR ADM AST	MM8	1.00	1.00	51,490					1.00	51,490
AST MANAGR	MM4	1.00	1.00	33,960					1.00	33,960
DP EQUIP T	R15	1.00	1.00	32,280					1.00	32,280
<b>TOTAL</b>		<b>6.00</b>	<b>6.00</b>	<b>305,800</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>6.00</b>	<b>305,800</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	1,780
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>6.00</b>
		<b>307,580</b>

# **PROGRAM 2. MAJOR SYSTEMS**

JOSEPH PIERCE, MANAGER

ACCOUNT # 011-140-0149-MI02

## **PROGRAM MISSION**

The Major Systems Program is responsible for the development and implementation of any new systems required by the City on the mainframe, and for the maintenance and enhancement of all existing systems. Other responsibilities include keeping abreast of new technologies in the computer industry to determine the most effective and efficient use of City resources, and upgrading computer processing power when necessary.

- Manages the mainframe computer 7 days a week, 24 hours a day.
- Manages approximately 15 major systems applications (e.g. Auditing System, Tax Accounting, Police Incident Reports).
- Manages 90 subsystem applications (e.g. Excise Tax, Licensing Unit, Firearms Unit).
- Approximately 10,000 departmental programs developed.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To support all ongoing systems and activities that are part of the City's continuing operations including payroll, personnel, and LGFS systems.	Service requests responded to.	1,500.
2 To develop new system applications to assist departments in their daily operations.	New applications.	2.
3 To maintain a high quality mainframe computing environment for all City users on a 24 hours, 7 days a week schedule.	Hrs. downtime for mainframe computer.	200.
4 To upgrade the capabilities and features of the mainframe systems.	a City security package upgrades. b Operation system upgrades. c Network control program upgrades.	1. 3. 2.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. MAJOR SYSTEMS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	2,242,506	2,289,753	2,159,460	2,252,000	92,540
0110. Emergency Employees	12,165				
0120. Overtime	21,076	9,785	13,770	8,120	-5,650
0160. Unemployment Comp					
0170. Workmen's Comp	1,188	5,373			
TOTAL PERSONAL SERVICES	2,276,935	2,304,911	2,173,230	2,260,120	86,890
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,653	1,594	2,000	1,500	-500
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	583,690	376,800	346,100	359,050	12,950
0280. Transport of Persons					
0290. Misc Contractual Svcs	137,140	1,485			
TOTAL CONTRACTUAL SERVICES	722,483	379,879	348,100	360,550	12,450
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	71,869	59,721	19,000	66,000	47,000
0370. Clothing Allowance					
0390. Misc Supp & Mat	65,474	21,176	24,600	41,300	16,700
TOTAL SUPPLIES & MATERIALS	137,343	80,897	43,600	107,300	63,700
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	1,175,886	1,173,608	1,151,700	84,610	-1,067,090
0490. Other Current Charges	561,815	675,950	421,200	483,000	61,800
TOTAL CURRENT CHGS & OBLIG	1,737,701	1,849,558	1,572,900	567,610	-1,005,290
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	1,443	61,970	5,500	3,000	-2,500
TOTAL EQUIPMENT	1,443	61,970	5,500	3,000	-2,500
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>					
	<b>4,875,905</b>	<b>4,677,214</b>	<b>4,143,330</b>	<b>3,298,580</b>	<b>-844,750</b>

## **PROGRAM PERSONNEL**

### PROGRAM 2. MAJOR SYSTEMS

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	
P DP SA-DP	MM11	5.00	5.00	321,000					5.00	321,000
SR D P S A	MM10	5.00	5.00	302,150					5.00	302,150
SR D P S A	MM8	8.00	8.00	414,430					8.00	414,430
M DA PROC	MM7	1.00	1.00	47,390					1.00	47,390
DP SYS AN	MM6	3.00	3.00	126,750					3.00	126,750
MGR DP	MM6	2.00	2.00	86,080					2.00	86,080
SPV PAYRLS	MM6	1.00	1.00	43,040					1.00	43,040
MG SM OPRN	MM5	1.00	1.00	39,420					1.00	39,420
SR AD ASST	MM5	1.00	1.00	39,420					1.00	39,420
AST MANAGR	MM4	5.00	5.00	178,980					5.00	178,980
DP EQUIP T	R15	3.00	3.00	96,830					3.00	96,830
MGMT ANLYS	R15	1.00	1.00	31,250					1.00	31,250
S S M O VS	R15	1.00	1.00	32,280					1.00	32,280
SR PROGRMR	R15	1.00	1.00	32,280					1.00	32,280
OFF AP MNT	R14	1.00	1.00	28,690					1.00	28,690
SPV ST M O	R14	5.00	5.00	142,440					5.00	142,440
SR COMP OP	R13	7.00	7.00	178,110					7.00	178,110
ASST SUPVR	R11	3.00	3.00	72,490					3.00	72,490
<b>TOTAL</b>		<b>54.00</b>	<b>54.00</b>	<b>2,213,030</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>54.00</b>	<b>2,213,030</b>

<b>PLUS:</b> DIFFERENTIAL PAYMENTS COLLECTIVE BARGAINING OTHER	6,260 0 32,710
<b>MINUS:</b> SALARY SAVINGS FY 93 TOTAL REQUEST	0.00 <b>54.00</b> <b>2,252,000</b>

# **PROGRAM 3. PLANNING AND ANALYSIS**

DAWN FOSTER, MANAGER

ACCOUNT # 011-140-0149-MI03

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## **PROGRAM MISSION**

The Planning and Analysis Program manages the analysis of user agency information to respond to agency management needs, and makes recommendations on application design, acquisition planning, staff training, and statistical analysis. The program also maintains internal project management systems to ensure quality control of MIS service delivery.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To produce departmental needs analyses.	Departmental needs analyses.	2.
2 To carry out special projects such as statistical analyses of user data or requests for proposal documents.	Projects.	1.
3 To maintain and support internal project management system.	Pct. of systems completed on time.	100%.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 3. PLANNING AND ANALYSIS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	124,016	40,093	42,800	44,450	1,650
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	124,016	40,093	42,800	44,450	1,650
<b>CONTRACTUAL SERVICES</b>					
0210. Communications					
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip			16,100		-16,100
0280. Transport of Persons					
0290. Misc Contractual Svcs	97,750	281,703			
TOTAL CONTRACTUAL SERVICES	97,750	281,703	16,100	0	-16,100
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat			500	500	
0370. Clothing Allowance					
0390. Misc Supp & Mat	487		500	500	
TOTAL SUPPLIES & MATERIALS	487	0	1,000	1,000	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges			500	350	-150
TOTAL CURRENT CHGS & OBLIG	0	0	500	350	-150
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>222,253</b>	<b>321,796</b>	<b>60,400</b>	<b>45,800</b>	<b>-14,600</b>

**PROGRAM PERSONNEL**  
PROGRAM 3. PLANNING AND ANALYSIS

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA
DIR/PL DEV	MM8	1.00	1.00	44,450				1.00	44,450
<b>TOTAL</b>		<b>1.00</b>	<b>1.00</b>	<b>44,450</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>1.00</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS			0
						COLLECTIVE BARGAINING			0
						OTHER			0
					<b>MINUS:</b>	SALARY SAVINGS		0.00	0
						FY 93 TOTAL REQUEST		<b>1.00</b>	<b>44,450</b>

# **PROGRAM 4. OFFICE AUTOMATION**

MICHAEL T. HERNON, MANAGER

ACCOUNT # 011-140-0149-MI04

## **PROGRAM MISSION**

The Office Automation Program develops, implements, and maintains office automation systems throughout City government. This includes hardware procurement, software development, support, and training for all City employees. The Office Automation Program is also responsible for a personal computer (PC) laboratory which develops specialized departmental software, and supports departments in the use of desktop publishing.

- Maintains 12 minicomputers.
- Oversees approximately 1,000 PC's.
- Produces and distributes newsletter.
- 13% LAN-based systems; 87% Wang-based system to be converted.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To maintain City's current users' capability in computer equipment.	a Percent reduction in downtime.  b PC operating systems upgraded to DOS 5.0.	70%.  100.
2 To improve the Police Department's information management capability.	Districts connected to central computer systems.	4.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 4. OFFICE AUTOMATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	447,772	451,595	595,068	545,010	-50,058
0110. Emergency Employees	150,145	145,153	105,310	159,920	54,610
0120. Overtime	17,026	20,179	4,530	12,560	8,030
0160. Unemployment Comp				6,000	6,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	614,943	616,927	704,908	723,490	18,582
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,928	1,860	2,000	1,500	-500
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	102,366	106,148	106,890	137,000	30,110
0280. Transport of Persons					
0290. Misc Contractual Svcs	23,309	3,036	10,000	2,000	-8,000
TOTAL CONTRACTUAL SERVICES	127,603	111,043	118,890	140,500	21,610
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	2,428	4,725	500	2,000	1,500
0370. Clothing Allowance					
0390. Misc Supp & Mat	34,783	87,592	15,600	34,500	18,900
TOTAL SUPPLIES & MATERIALS	37,211	92,317	16,100	36,500	20,400
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	521,606	517,286	397,850	471,565	73,715
0490. Other Current Charges	154,292	151,913	19,500	75,500	56,000
TOTAL CURRENT CHGS & OBLIG	675,898	669,199	417,350	547,065	129,715
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	207,813	529,221	14,000	11,500	-2,500
TOTAL EQUIPMENT	207,813	529,221	14,000	11,500	-2,500
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>1,663,468</b>	<b>2,018,707</b>	<b>1,271,248</b>	<b>1,459,055</b>	<b>187,807</b>

**PROGRAM PERSONNEL**  
PROGRAM 4. OFFICE AUTOMATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
DP PRJ MGR	MM10	2.00	2.00	117,800					2.00	117,800
SR D P S A	MM8	1.00	1.00	51,880					1.00	51,880
SR EMP DEV	MM8		1.00	50,640					1.00	50,640
DP SYS AN	MM6	2.00	2.00	86,080					2.00	86,080
AST MANAGR	MM4	1.00	1.00	35,230					1.00	35,230
DP COORD	MM4	1.00	1.00	29,150					1.00	29,150
EDP IN/OUT	MM4	1.00	1.00	35,795					1.00	35,795
DP EQUIP T	R15	3.00	3.00	94,300					3.00	94,300
SPV ST M O	R14	1.00	1.00	28,690					1.00	28,690
SR COMP OP	R13	1.00	1.00	26,530					1.00	26,530
COMP OPER	R10	3.00	3.00	66,550					3.00	66,550
<b>TOTAL</b>		<b>16.00</b>	<b>17.00</b>	<b>622,645</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>17.00</b>	<b>622,645</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS				2,090
						COLLECTIVE BARGAINING				0
						OTHER				6,710
					<b>MINUS:</b>	SALARY SAVINGS				2.00
						FY 93 TOTAL REQUEST				86,435
									<b>15.00</b>	<b>545,010</b>

# PROGRAM 5. TELECOMMUNICATIONS

ALBERT WALLACE, MANAGER

ACCOUNT # 011-140-0149-MI05

## PROGRAM MISSION

The Telecommunication Program is responsible for providing City-wide coordination of various activities in the field of telecommunications. The program provides improved services in voice, data, radio, and other transmission systems and is responsible for the analysis of the overall effectiveness of new and existing telecommunication systems utilized by various departments throughout the City.

- Over 2,000 trouble calls tracked and cleared within a 20 hour cycle time.
- 75 telecommunication systems installed and/or upgraded.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To improve telecommunication service and reduce costs.	a Percent reduction in system charges.  b Estimated savings.  c Percent reduction in message units and toll charges.	10%.  \$450,000.  7%.
2 To centrally maintain the City of Boston Intellipath phone system.	a Installed and disconnected lines requested by departments.  b Repairs/changes.  c Days to complete department allocation of use charges after receipt of bill.	125.  1,200.  15.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 5. TELECOMMUNICATIONS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	170,434	233,277	251,524	260,010	8,486
0110. Emergency Employees		923	4,060	6,970	2,910
0120. Overtime			6,000		-6,000
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	170,434	234,199	261,584	266,980	5,396
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	27,551	41,404	21,000	31,300	10,300
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	147	1,995	6,000	20,000	14,000
0280. Transport of Persons					
0290. Misc Contractual Svcs	183,450	239,057	130,000	160,000	30,000
TOTAL CONTRACTUAL SERVICES	211,148	282,456	157,000	211,300	54,300
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	274	218	500	500	
0370. Clothing Allowance					
0390. Misc Supp & Mat	2,449	9,227	1,300	8,500	7,200
TOTAL SUPPLIES & MATERIALS	2,723	9,446	1,800	9,000	7,200
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	153,969	73,320	59,000	75,500	16,500
TOTAL CURRENT CHGS & OBLIG	153,969	73,320	59,000	75,500	16,500
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	15,857	1,790	8,500	18,000	9,500
TOTAL EQUIPMENT	15,857	1,790	8,500	18,000	9,500
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>554,131</b>	<b>601,211</b>	<b>487,884</b>	<b>580,780</b>	<b>92,896</b>

## **PROGRAM PERSONNEL**

### PROGRAM 5. TELECOMMUNICATIONS

# **PROGRAM 6. CABLE**

THOMAS P. COHAN, MANAGER

ACCOUNT # 011-140-0149-MI06

## **PROGRAM MISSION**

The Cable Program is responsible for enforcing the cable television license and over-seeing the construction and operation of the cable system. It is also responsible for all programming on the Municipal Channel and development of municipal utilization of the Public Institutional Network (PIN).

- Produces and cablecasts on Municipal Channel 24 hrs. a day, 7 days a week.
- Produces programming for Boston Public Schools on a daily basis.
- 102,000 City of Boston households subscribe to cable system.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To enforce license requirements.	a Public hearing.  b Cable operator performance evaluation by 3/1/93.	1.
2 To produce video programming for City departments for use on the City Municipal Channel.	Departments served.	25.
3 To program the Municipal Channel with a diverse mix of programming aimed at informing Boston residents about City services.	Hrs./wk. of programming.	92.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 6. CABLE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	235,236	250,123	197,735	200,830	3,095
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp		1,789			
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	235,236	251,912	197,735	200,830	3,095
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	3,357	2,470	2,000	1,000	-1,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	15,716	16,780	8,000	8,000	
0280. Transport of Persons					
0290. Misc Contractual Svcs	26,322	20,136		1,000	1,000
TOTAL CONTRACTUAL SERVICES	45,395	39,386	10,000	10,000	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	2,686	2,471		500	500
0370. Clothing Allowance					
0390. Misc Supp & Mat	17,833	9,673	3,000	8,000	5,000
TOTAL SUPPLIES & MATERIALS	20,519	12,144	3,000	8,500	5,500
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	5,896	440	4,600	4,370	-230
0490. Other Current Charges	1,796	2,178	500	350	-150
TOTAL CURRENT CHGS & OBLIG	7,692	2,618	5,100	4,720	-380
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	25,163	15,226			
TOTAL EQUIPMENT	25,163	15,226	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>334,005</b>	<b>321,286</b>	<b>215,835</b>	<b>224,050</b>	<b>8,215</b>

## **PROGRAM PERSONNEL**

### PROGRAM 6. CABLE

POSITION	GRADE	FILLED	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
		3/17/92	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
EX AS ASN	MM10	1.00	1.00	60,430				1.00		60,430
PR ADM AST	MM8	1.00	1.00	51,880				1.00		51,880
SR ADM ANL	MM8	2.00	2.00	84,780				2.00		84,780
<b>TOTAL</b>		<b>4.00</b>	<b>4.00</b>	<b>197,090</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>4.00</b>	<b>197,090</b>

**PLUS:** DIFFERENTIAL PAYMENTS 0  
COLLECTIVE BARGAINING 0

OTHER 3,740

**MINUS:** SALARY SAVINGS 0.00 0

FY 93 TOTAL REQUEST 4.00 200,830

# **MANAGEMENT INFORMATION SYSTEMS DIVISION**

## **M/WBE PROGRAM COMMITMENT - FY93**

The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

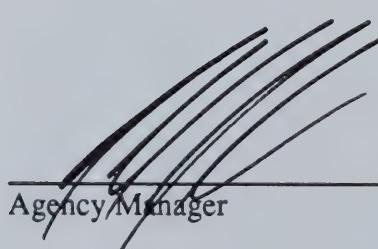
That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

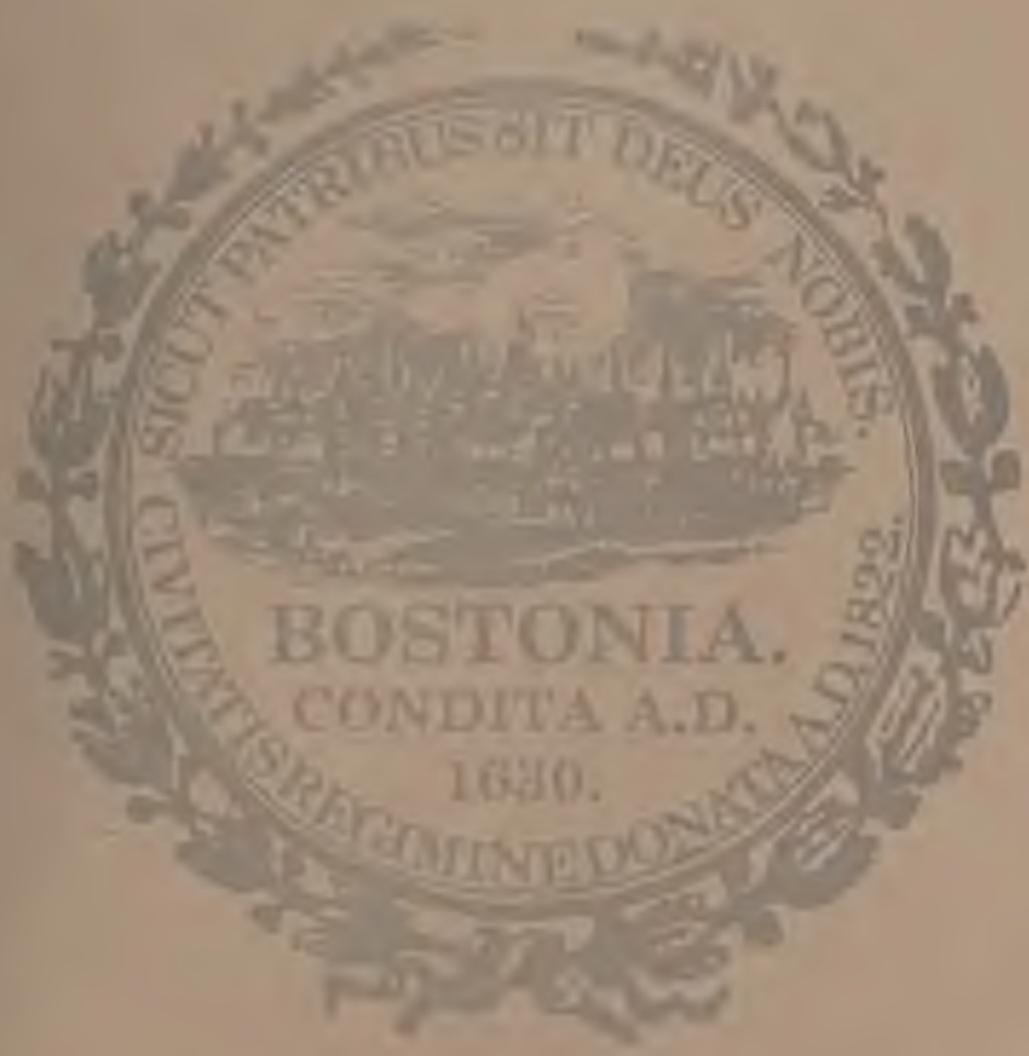
That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.

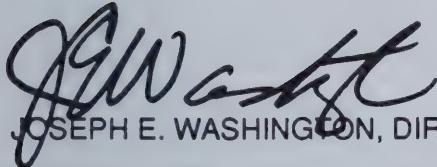


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Agency Manager





# **MINORITY AND WOMEN BUSINESS ENTERPRISE OFFICE**



JOSEPH E. WASHINGTON, DIRECTOR

ACCOUNT # 011-140-0156

## **DEPARTMENT MISSION**

The mission of the Minority and Women Business Enterprise Office is to encourage, assist, and provide the maximum opportunity for minority and women-owned businesses to participate in the City's contracting arena by assisting the City and its departments to increase both the number of minority and women businesses that receive City contracts, and the amount of contractual dollars awarded to those businesses.

## **DESCRIPTION OF SERVICES**

The Minority and Women Business Enterprise Office works with City departments to promote and affirmatively market contract opportunities for minority and women-owned businesses in the areas of construction, goods, and services. City ordinance requires that the City award a minimum of 15% of its construction contracts and contracts for goods and services to minority businesses and 5% to women-owned businesses. The Office provides outreach to minority and women-owned businesses and assistance to City departments. It also monitors the performance of City departments and produces quarterly and annual performance reports. Finally, the Office initiates any necessary enforcement procedures to ensure the achievement of the City's targets.

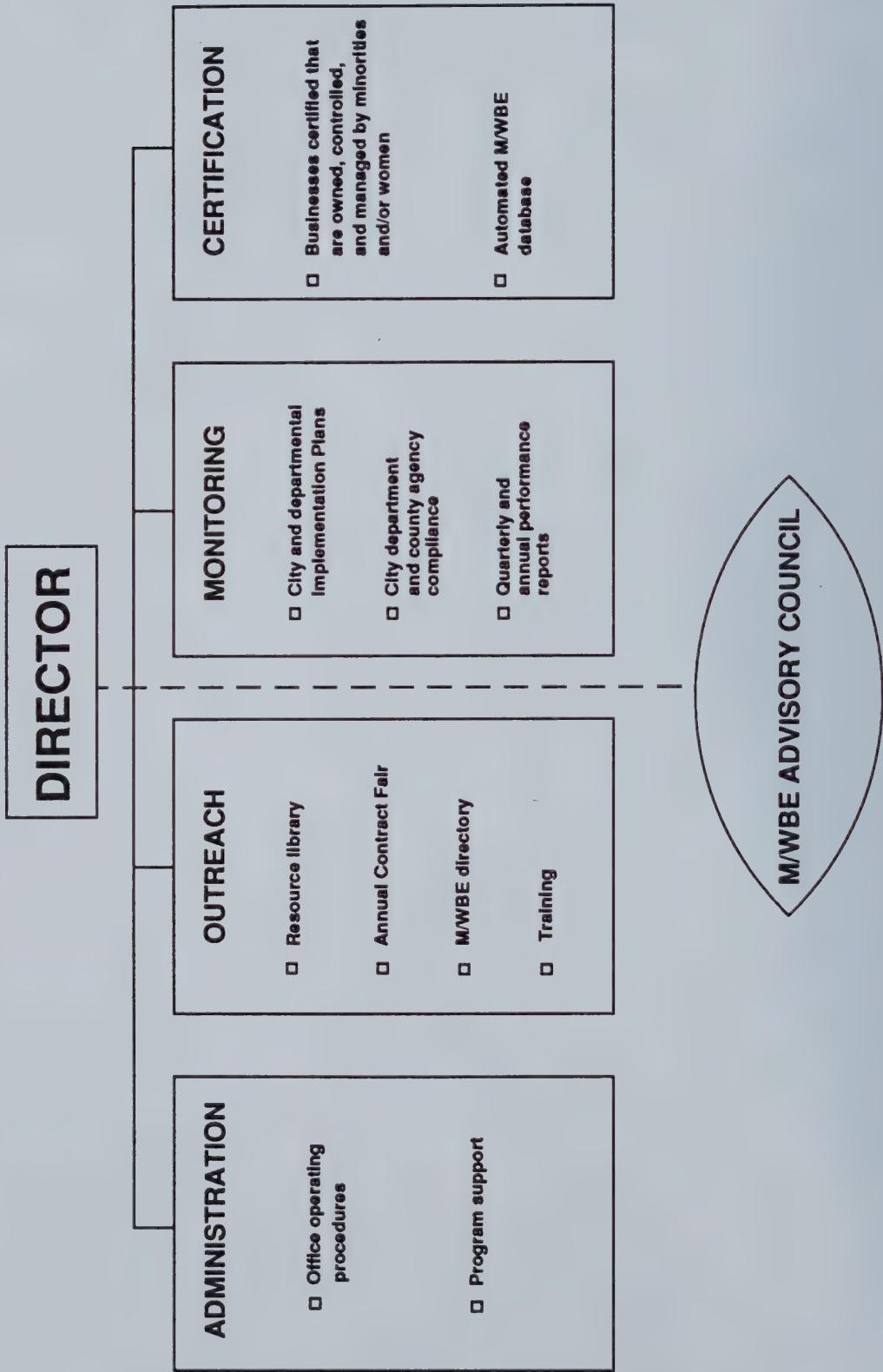
## **DEPARTMENT BUDGET**

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. MINORITY AND WOMEN BUSINESS	5.0	\$200,664
<b>TOTAL DEPARTMENT</b>	<b>5.0</b>	<b>\$200,664</b>

## **AUTHORIZING STATUTES/ORDINANCES**

*Establishment*, Ord. 1987, c. 14

# MINORITY AND WOMEN BUSINESS ENTERPRISE OFFICE



## **DEPARTMENT HISTORY BY OBJECT CODE**

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	149,545	194,508	190,525	192,449	1,924
0110. Emergency Employees		4,688	10,000		-10,000
0120. Overtime					
0160. Unemployment Comp	6,578	4,606	7,000		-7,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	156,123	203,802	207,525	192,449	-15,076
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	2,601	3,214	2,000	2,500	500
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip			200	450	250
0280. Transport of Persons	724	43			
0290. Misc Contractual Svcs	5,903	4,144	500	1,640	1,140
TOTAL CONTRACTUAL SERVICES	9,228	7,401	2,700	4,590	1,890
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	2,127	3,514	500	2,415	1,915
0370. Clothing Allowance					
0390. Misc Supp & Mat				535	535
TOTAL SUPPLIES & MATERIALS	2,127	3,514	500	2,950	2,450
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	3,000				
0490. Other Current Charges	1,510	669	500	675	175
TOTAL CURRENT CHGS & OBLIG	4,510	669	500	675	175
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	900				
TOTAL EQUIPMENT	900	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>172,888</b>	<b>215,386</b>	<b>211,225</b>	<b>200,664</b>	<b>-10,561</b>

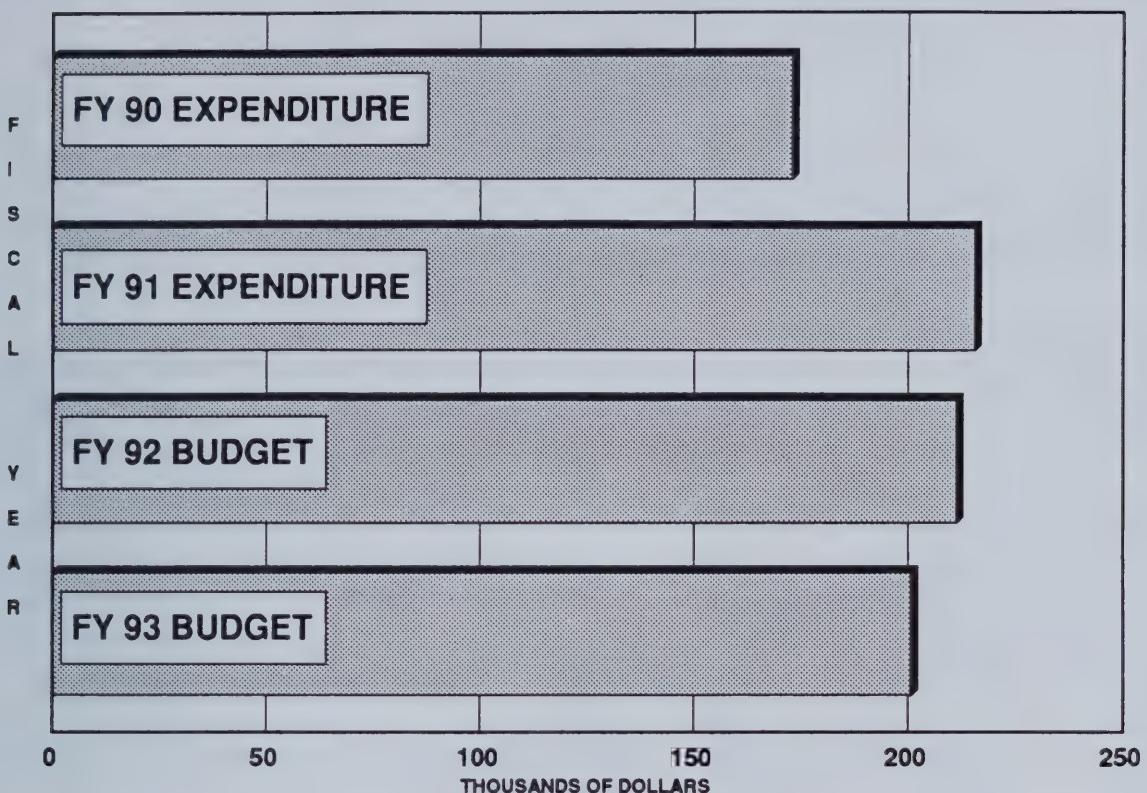
## **DEPARTMENT PERSONNEL**

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
EXEC ASST	MM12	1.00	1.00	64,279					1.00	64,279
PR ADM AST	MM8	1.00	1.00	44,451					1.00	44,451
SR ADM ANL	MM6	1.00	1.00	35,328					1.00	35,328
ADMIN ASST	R16	1.00	1.00	27,056					1.00	27,056
HD ADM CLK	R13	1.00	1.00	20,359					1.00	20,359
<b>TOTAL</b>		<b>5.00</b>	<b>5.00</b>	<b>191,473</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>5.00</b>	<b>191,473</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	976
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	5.00
		192,449

**Total Working January 1, 1991:**      **6.0**

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET

# **PROGRAM 1. MINORITY AND WOMEN BUSINESS**

JOSEPH E. WASHINGTON, MANAGER

ACCOUNT # 011-140-0156-MW01

## **PROGRAM MISSION**

The mission of the Minority and Women Business Program is to encourage, assist, and provide the maximum opportunity for minority and women-owned businesses to participate in the City's contracting arena. The program assists the City and its departments to increase both the number of minority and women businesses that receive City contracts, and the amount of contractual dollars awarded to those businesses.

- M/WBE contracts totaled 14% of the overall \$171.6 million in FY91 City contracts.
- The M/WBE Office provides information or referrals to approximately 8-10 telephone callers daily and handles 100 departmental inquiries.
- 1,000 copies of a directory of certified firms are published annually.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To report on the City's progress in complying with the M/WBE Executive Order and Ordinance.	a Pct. of eligible contract dollars awarded to MBEs.  b Pct. of eligible contract dollars awarded to WBEs.	15%.  5%.
2 To conduct an M/WBE educational outreach program with the business community.	a Office brochures distributed/mo.  b Trade fairs.  c Presentations made.	10.  2.  6.
3 To monitor individual departmental compliance with the M/WBE Executive Order and Ordinance.	Departmental implementation plans.	50.
4 To certify businesses as being owned, controlled, and managed by minorities and/or women.	Businesses certified/recertified.	100.

# **MINORITY AND WOMEN BUSINESS ENTERPRISE OFFICE**

## **M/WBE PROGRAM COMMITMENT - FY93**

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

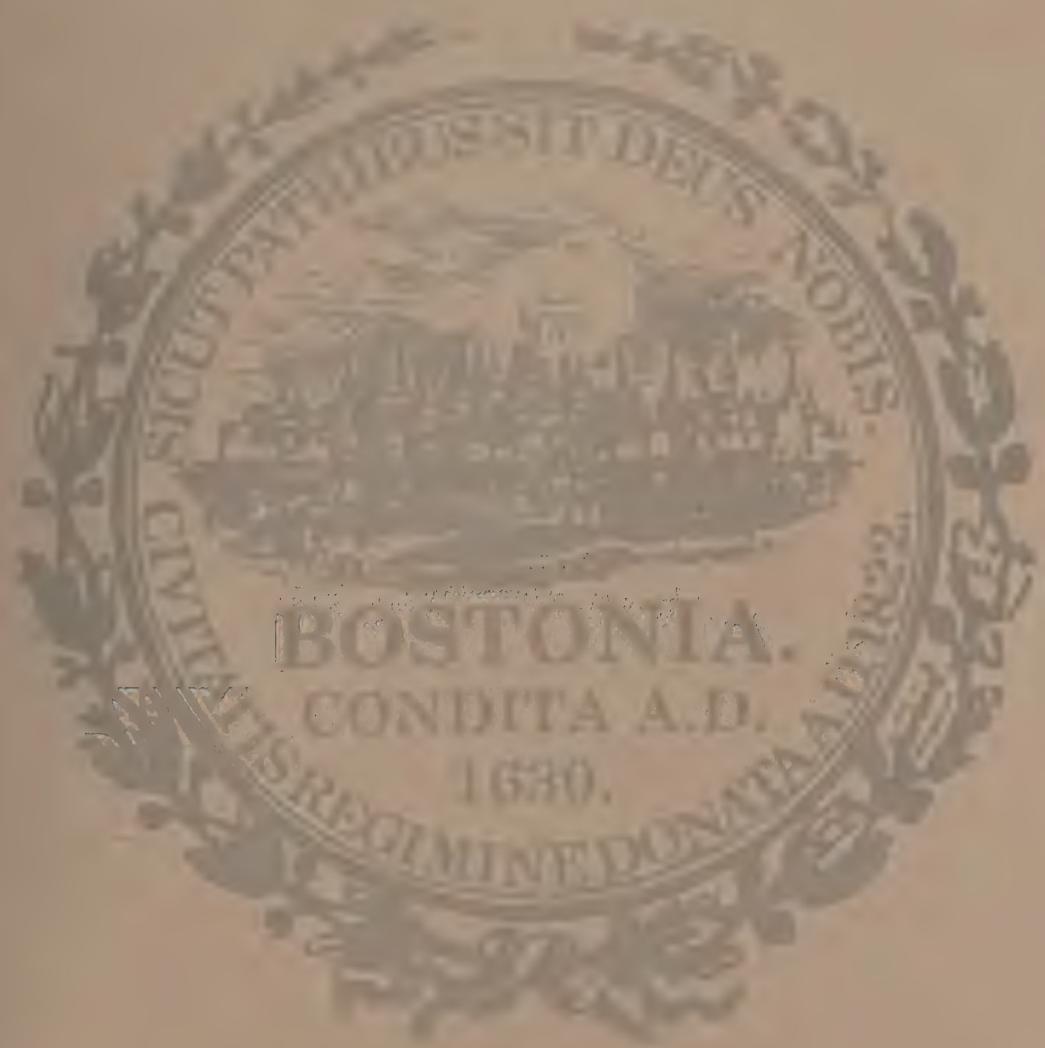
Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



Agency Manager







# OFFICE OF PERSONNEL MANAGEMENT



ROSCOE MORRIS, DIRECTOR

ACCOUNT # 011-140-0142

## DEPARTMENT MISSION

The Office of Personnel Management's (OPM) mission is to provide personnel services to all City departments. Through OPM, departments are provided with management systems with which to hire, classify, compensate, and promote employees, pursue good labor relations, provide unemployment benefits and, in each process, have access to relevant records. OPM also carries out a variety of training and assistance programs to encourage and enhance human resource management in the City of Boston.

## DESCRIPTION OF SERVICES

The Office of Personnel Management provides all City departments with management systems to hire, classify, and compensate personnel. The Office pursues good labor relations and arranges for employment benefits. OPM conducts recruitment and affirmative action programs, and provides City employees access to continuing education benefits. The Office operates the City's employee assistance program and conducts a wide range of training and development programs. OPM also oversees the City's Managing Attendance program.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION AND TRAINING	10.0	\$562,024
2. EMPLOYEE ASSISTANCE	2.0	\$81,545
3. CLASSIFICATION AND COMPENSATION	1.0	\$54,610
4. AFFIRMATIVE ACTION	0.5	\$28,535
5. PERSONNEL SYSTEMS	7.0	\$298,365
6. RECRUITMENT	0.5	\$28,535
7. UNEMPLOYMENT COMPENSATION	3.0	\$0
<b>TOTAL DEPARTMENT</b>	<b>24.0</b>	<b>\$1,053,614</b>

## AUTHORIZING STATUTES/ORDINANCES

*Civil Service*, MGLA c. 31, as amended

*Collective Bargaining*, CBC St. 6, s. 202

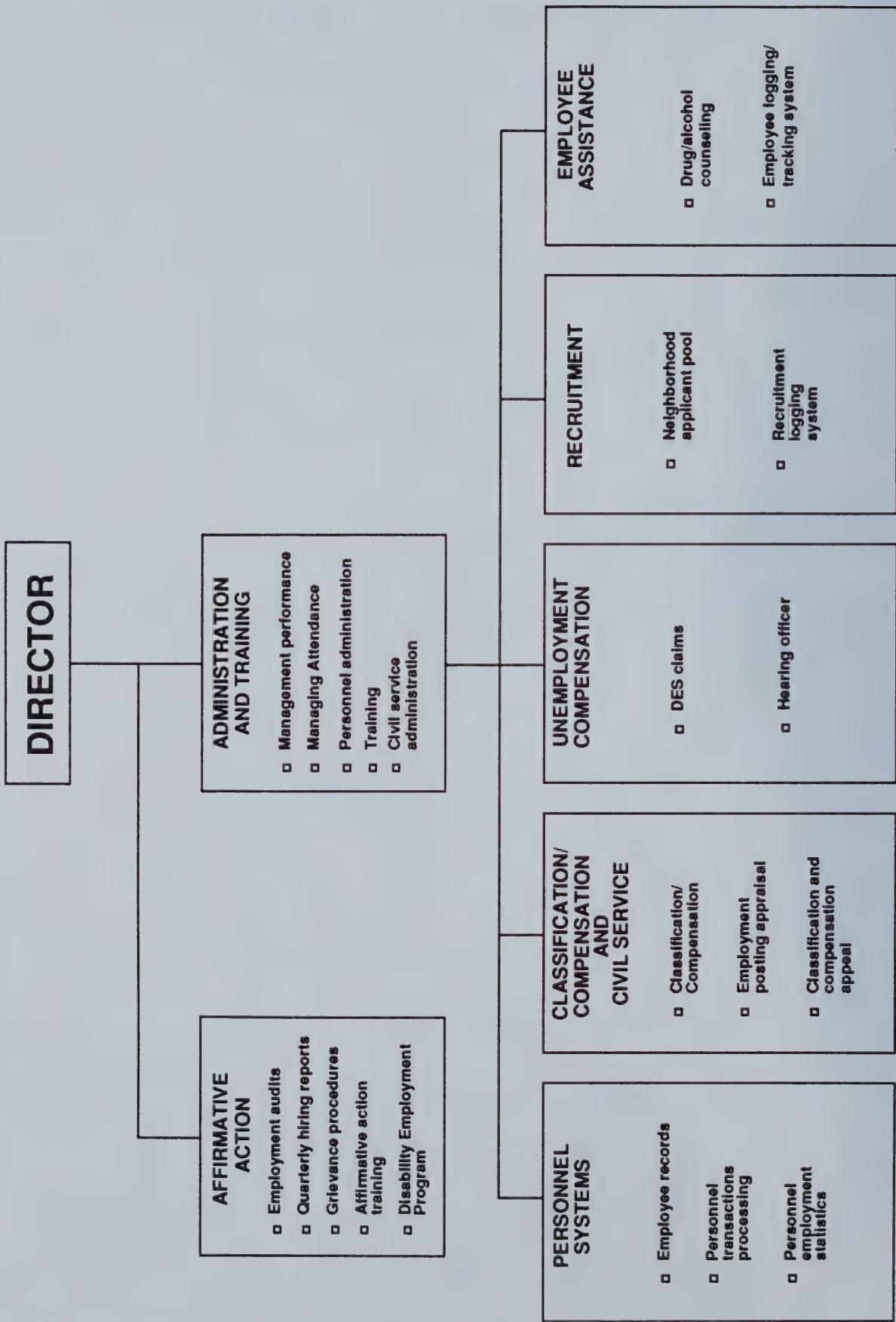
*Compensation of Employees*; CBC St. 4, s. 12; CBC Ord. 5, s. 112

*Employees Subject to Civil Service Laws*, CBC St. 5, s. 110

*Duties of Supervisor of Personnel*, CBC Ord. 5, s. 6

*County Employees Salary Classification*, MGLA c. 35, s. 56

# OFFICE OF PERSONNEL MANAGEMENT



## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,448,285	1,407,341	1,047,251	956,629	-90,622
0110. Emergency Employees	2,666	825			
0120. Overtime					
0160. Unemployment Comp	7,614	16,872	10,500		-10,500
0170. Workmen's Comp		1,283			
TOTAL PERSONAL SERVICES	1,458,565	1,426,322	1,057,751	956,629	-101,122
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	31,363	27,675	19,000	20,000	1,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	4,870	3,945	6,000	6,000	
0280. Transport of Persons					
0290. Misc Contractual Svcs	118,035	91,615		1,985	1,985
TOTAL CONTRACTUAL SERVICES	154,268	123,235	25,000	27,985	2,985
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies	229	285			
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	9,297	8,751	9,000	9,000	
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	9,526	9,036	9,000	9,000	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	48,004	4,937	50,000	60,000	10,000
TOTAL CURRENT CHGS & OBLIG	48,004	4,937	50,000	60,000	10,000
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>1,670,363</b>	<b>1,563,530</b>	<b>1,141,751</b>	<b>1,053,614</b>	<b>-88,137</b>

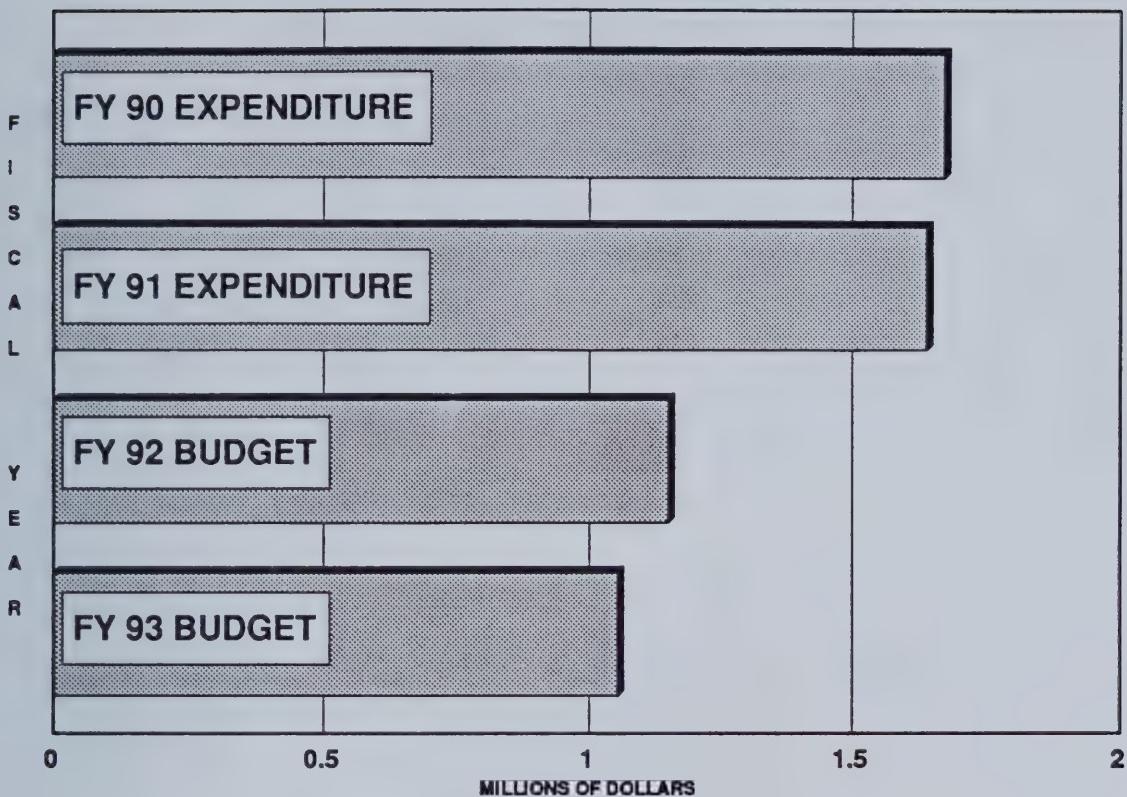
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
SUPV PERS		1.00	1.00	60,000					1.00	60,000
A SPV PSNL	MM14	1.00	1.00	73,602					1.00	73,602
PR ADM AST	MM12	1.00	1.00	66,670					1.00	66,670
EXEC ASST	MM9	1.00	1.00	55,800					1.00	55,800
P PSNL ANL	MM9	1.00	1.00	53,340					1.00	53,340
PR ADM AST	MM9	3.00	1.00	55,800					1.00	55,800
TRAINING C	MM9	1.00	1.00	55,800					1.00	55,800
PR ADM AST	MM8	1.00	1.00	51,510					1.00	51,510
SP CLMS AG	MM8	1.00	1.00	51,890					1.00	51,890
ALCH COORD	MM7	1.00	1.00	44,905					1.00	44,905
EMPL DEV C	MM6	3.00	3.00	129,123					3.00	129,123
SR AD ASST	MM6	2.00	2.00	86,415					2.00	86,415
ADMIN SEC	MM3	2.00	2.00	51,945					2.00	51,945
ALCH COORD	R16	1.00	1.00	34,910					1.00	34,910
PRSNL ASST	R16	4.00	4.00	138,940					4.00	138,940
S CL INV TG	R13	1.00	1.00	28,700					1.00	28,700
HEAD CLERK	R11	1.00	1.00	24,530					1.00	24,530
CENTREX OP	R8	1.00	1.00	21,810					1.00	21,810
<b>TOTAL</b>		<b>27.00</b>	<b>25.00</b>	<b>1,085,690</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>25.00</b>	<b>1,085,690</b>

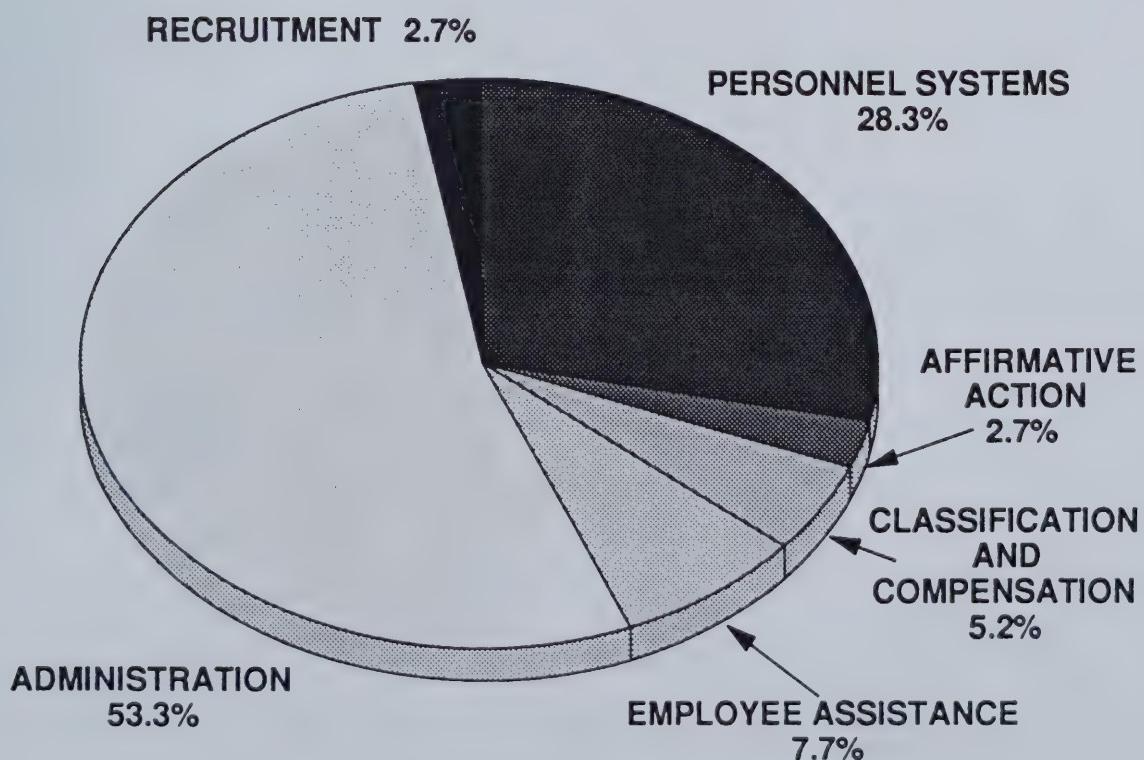
<b>PLUS:</b> DIFFERENTIAL PAYMENTS COLLECTIVE BARGAINING OTHER	0 0 20,120
<b>MINUS:</b> SALARY SAVINGS FY 93 TOTAL REQUEST	1.00 149,181 <hr/> 24.00 956,629

**Total Working January 1, 1991:** 40.0

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN/TRNG	PROGRAM 2 EMPL ASSIST	PROGRAM 3 CLASS&COMP	PROGRAM 4 AFFIRM ACTN	PROGRAM 5 PERS SYS
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	465,039	81,545	54,610	28,535	298,365
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	465,039	81,545	54,610	28,535	298,365
<b>CONTRACTUAL SERVICES</b>					
0210. Communications		20,000			
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip		6,000			
0280. Transport of Persons					
0290. Misc Contractual Svcs		1,985			
TOTAL CONTRACTUAL SERVICES	27,985	0	0	0	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat		9,000			
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	9,000	0	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0470. Indemnification					
0490. Other Current Charges		60,000			
TOTAL CURRENT CHGS & OBLIG	60,000	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>562,024</b>	<b>81,545</b>	<b>54,610</b>	<b>28,535</b>	<b>298,365</b>

## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 6 RECRUITMENT	PROGRAM 7 UNEMP COMP	TOTAL
<b>PERSONAL SERVICES</b>			
0100. Permanent Employees	28,535		956,629
0110. Emergency Employees			
0120. Overtime			
0160. Unemployment Comp			
0170. Workmen's Comp			
TOTAL PERSONAL SERVICES	28,535	0	956,629
<b>CONTRACTUAL SERVICES</b>			
0210. Communications			20,000
0220. Light, Heat & Power			
0230. Water & Sewer			
0250. Garbage/Waste Removal			
0260. Repairs Bldg & Struct			
0270. Repairs & Serv Equip			6,000
0280. Transport of Persons			
0290. Misc Contractual Svcs			1,985
TOTAL CONTRACTUAL SERVICES		0	27,985
<b>SUPPLIES &amp; MATERIALS</b>			
0300. Auto Energy Supp			
0320. Food Supplies			
0330. Heat Supp & Mat			
0340. Household Supp & Mat			
0350. Medical, Dental, Etc			
0360. Office Supp & Mat			9,000
0370. Clothing Allowance			
0390. Misc Supp & Mat			
TOTAL SUPPLIES & MATERIALS		0	9,000
<b>CURRENT CHGS &amp; OBLIG</b>			
0450. Aid to Veterans			
0460. Equipment Lease/Purchase			
0470. Indemnification			
0490. Other Current Charges			60,000
TOTAL CURRENT CHGS & OBLIG		0	60,000
<b>EQUIPMENT</b>			
0500. Automotive Equip			
0560. Office Furn & Equip			
0590. Misc Equipment			
TOTAL EQUIPMENT		0	0
<b>OTHER</b>			
0600. Special Appropriation			
0700. Struct & Improvements			
0800. Land & Non-Structural			
TOTAL OTHER		0	0
<b>GRAND TOTAL</b>			
	<u>28,535</u>	<u>0</u>	<u>1,053,614</u>

# **PROGRAM 1. ADMINISTRATION AND TRAINING**

THOMAS B. FRANCIS, MANAGER

ACCOUNT # 011-140-0142-PM01

## **PROGRAM MISSION**

The Administration and Training Program plans, directs, coordinates, and integrates the activities of the Office of Personnel Management. It analyzes, evaluates, and establishes effective personnel policies and practices, and ensures an effective liaison with the Office of Labor Relations, the Commonwealth's Department of Personnel Administration, departmental personnel officers, and other federal, state, and local agencies. The program also administers, coordinates, and implements civil service practices, laws, rules, and other activities for departments and positions covered by the provisions of MGLA c. 31. In addition, this program provides training and development to enhance City managers' accountability for delivering services to the customers, constituents, and neighborhoods of Boston.

- 55 City departments' personnel control systems monitored.
- 10,000 Civil Service employees.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To reduce excessive absenteeism by administering the City-wide Managing Attendance program.	Percent reduction in City-wide avg. sick leave usage compared to CY91.	10%.
2 To effectively administer civil service laws, practices, and procedures.	Training sessions.	3.
3 To provide employee development and training activities.	Hrs. of in-house training.	150.
4 To coordinate the activities of the City-wide Health & Safety Task force.	Pct. participation by departments.	100%.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 1. ADMINISTRATION AND TRAINING

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	642,796	643,451	428,626	465,039	36,413
0110. Emergency Employees	2,666	825			
0120. Overtime					
0160. Unemployment Comp	7,614	16,872	3,000		-3,000
0170. Workmen's Comp		1,283			
TOTAL PERSONAL SERVICES	653,076	662,431	431,626	465,039	33,413
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	31,363	27,675	19,000	20,000	1,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	4,870	3,945	6,000	6,000	
0280. Transport of Persons					
0290. Misc Contractual Svcs	118,035	1,446		1,985	1,985
TOTAL CONTRACTUAL SERVICES	154,268	33,066	25,000	27,985	2,985
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies	229	285			
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	9,297	8,751	9,000	9,000	
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	9,526	9,036	9,000	9,000	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	47,381	4,937	50,000	60,000	10,000
TOTAL CURRENT CHGS & OBLIG	47,381	4,937	50,000	60,000	10,000
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>					
	<b>864,251</b>	<b>709,470</b>	<b>515,626</b>	<b>562,024</b>	<b>46,398</b>

## **PROGRAM PERSONNEL**

### PROGRAM 1. ADMINISTRATION AND TRAINING

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
SUPV PERS		1.00	1.00	60,000					1.00	60,000
A SPV PSNL	MM14	1.00	1.00	73,602					1.00	73,602
EXEC ASST	MM9	1.00	1.00	55,800					1.00	55,800
TRAINING C	MM9	1.00	1.00	55,800					1.00	55,800
PR ADM AST	MM8	1.00	1.00	51,510					1.00	51,510
EMPL DEV C	MM6	3.00	3.00	129,123					3.00	129,123
ADMIN SEC	MM3	2.00	2.00	51,945					2.00	51,945
CENTREX OP	R8	1.00	1.00	21,810					1.00	21,810
<b>TOTAL</b>		<b>11.00</b>	<b>11.00</b>	<b>499,590</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>11.00</b>	<b>499,590</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	8,490
<b>MINUS:</b>	<b>SALARY SAVINGS</b>	<b>1.00</b>
	<b>FY 93 TOTAL REQUEST</b>	<b>10.00</b>
		<b>465,039</b>

# **PROGRAM 2. EMPLOYEE ASSISTANCE**

CORNELIUS KEOUGH, MANAGER

ACCOUNT # 011-140-0142-PM02

## **PROGRAM MISSION**

The Employee Assistance Program's mission is to counsel and to assist employees who have alcohol, drug, personal, marital, domestic, emotional, or financial problems affecting their job performance or the quality of their lives. The program provides in-house counseling to employees on a voluntary and supervisor referral basis and may direct employees to the appropriate outside resources. Employee Assistance trains managers and supervisors about problems affecting job performance and service delivery. It also educates employees about the implications of drug and alcohol use and abuse.

- 12 awareness programs.
- 24 industrial counselor lectures.
- 150 referrals to inpatient/outpatient facilities and counseling.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To counsel employees and their families who participate in the Employee Assistance Program.	a Percent of alcohol/drug referrals to the program who participate for 1 year.  b Percent of external referrals followed up.	75%.  100%.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. EMPLOYEE ASSISTANCE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	111,863	73,913	78,350	81,545	3,195
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	111,863	73,913	78,350	81,545	3,195
<b>CONTRACTUAL SERVICES</b>					
0210. Communications					
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs					
TOTAL CONTRACTUAL SERVICES	0	0	0	0	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat					
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	0	0	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	40	0	0	0	0
TOTAL CURRENT CHGS & OBLIG	40	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>111,903</b>	<b>73,913</b>	<b>78,350</b>	<b>81,545</b>	<b>3,195</b>

**PROGRAM PERSONNEL**  
PROGRAM 2. EMPLOYEE ASSISTANCE

POSITION	GRADE	FILLED	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL
		3/17/92	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA
ALCH COORD	MM7	1.00	1.00	44,905				1.00	44,905
ALCH COORD	R16	1.00	1.00	34,910				1.00	34,910
<b>TOTAL</b>		<b>2.00</b>	<b>2.00</b>	<b>79,815</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>2.00</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS			0
						COLLECTIVE BARGAINING			0
						OTHER			1,730
					<b>MINUS:</b>	SALARY SAVINGS		0.00	0
						FY 93 TOTAL REQUEST		<b>2.00</b>	<b>81,545</b>

# **PROGRAM 3. CLASSIFICATION AND COMPENSATION**

RAMONA BASTERI, MANAGER

ACCOUNT # 011-140-0142-PM03

## **PROGRAM MISSION**

The Classification and Compensation Program audits, analyzes, and evaluates all positions in the City's Classification Plan. Its primary function is to ensure proper classification of positions and implementation of fair and equitable compensation policies and practices. The program also processes Management and Compensation Grade appeals, develops new positions, and compiles wage and benefit information requiring analysis and evaluation of job content, and external market and economic conditions.

- Reviews 1,000 job postings.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To administer the Classification and Compensation Plan.	a Days to review and approve all job postings. b Days to process Executive Order.	3. 6.
2 To maintain the job audit processing time.	Days processing time for job audits.	50.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 3. CLASSIFICATION AND COMPENSATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	217,136	205,852	91,864	54,610	-37,254
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp			1,500		-1,500
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	217,136	205,852	93,364	54,610	-38,754
<b>CONTRACTUAL SERVICES</b>					
0210. Communications					
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs		49,804			
TOTAL CONTRACTUAL SERVICES	0	49,804	0	0	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat					
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	0	0	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	0	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>217,136</b>	<b>255,656</b>	<b>93,364</b>	<b>54,610</b>	<b>-38,754</b>

**PROGRAM PERSONNEL**  
PROGRAM 3. CLASSIFICATION AND COMPENSATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA
P PSNL ANL	MM9	1.00	1.00	53,340					1.00
<b>TOTAL</b>		<b>1.00</b>	<b>1.00</b>	<b>53,340</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>1.00</b>
<b>PLUS:</b> DIFFERENTIAL PAYMENTS 0									
COLLECTIVE BARGAINING 0									
OTHER 1,270									
<b>MINUS:</b> SALARY SAVINGS 0									
FY 93 TOTAL REQUEST 54,610									

# **PROGRAM 4. AFFIRMATIVE ACTION**

JACQUELINE HOARD, MANAGER

ACCOUNT # 011-140-0142-PM04

## **PROGRAM MISSION**

The Affirmative Action Program is responsible for implementing the City's Affirmative Action Plan. It reviews the City's hiring practices and employment policies, audits affirmative action statistics, implements anti-harassment policies, ensures City compliance with federal and state EEO requirements, and provides affirmative action assistance to all City departments. This program is responsible for the English-as-a-Second-Language (ESL) work place programs for linguistic minority City employees.

- 250 supervisory personnel trained in fair employment, and elimination of sexual, racial and disability related harassment.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To maintain minority and women employment for all City departments with respect to affirmative action implementation.	a Percent of work force consisting of minorities.	30%.
	b Percent of work force consisting of women.	35%.
2 To implement a grievance procedure to provide employees with an internal mechanism for resolving complaints.	Complaints resolved.	40.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 4. AFFIRMATIVE ACTION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	112,019	108,807	110,558	28,535	-82,023
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp			6,000		-6,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	<u>112,019</u>	<u>108,807</u>	<u>116,558</u>	<u>28,535</u>	<u>-88,023</u>
<b>CONTRACTUAL SERVICES</b>					
0210. Communications					
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs		40,365			
TOTAL CONTRACTUAL SERVICES	<u>0</u>	<u>40,365</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat					
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>GRAND TOTAL</b>	<b><u>112,019</u></b>	<b><u>149,172</u></b>	<b><u>116,558</u></b>	<b><u>28,535</u></b>	<b><u>-88,023</u></b>

**PROGRAM PERSONNEL**  
PROGRAM 4. AFFIRMATIVE ACTION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	
PR ADM AST	MM9	2.00	0.50	27,900					0.50	27,900
<b>TOTAL</b>		<b>2.00</b>	<b>0.50</b>	<b>27,900</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.50</b>	<b>27,900</b>
 <b>PLUS:</b> DIFFERENTIAL PAYMENTS 0										
COLLECTIVE BARGAINING 0										
OTHER 635										
 <b>MINUS:</b> SALARY SAVINGS 0.00 0										
FY 93 TOTAL REQUEST <b>0.50</b> <b>28,535</b>										

# **PROGRAM 5. PERSONNEL SYSTEMS**

RICHARD DRISCOLL, MANAGER

ACCOUNT # 011-140-0142-PM05

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## **PROGRAM MISSION**

The Personnel Systems Program is responsible for maintaining the necessary personnel records that serve as the legal repository of all personnel information. The program's primary function is the development and maintenance of modern internal management systems that analyze and process all personnel transactions.

- 10,000 personnel transactions per year.
- 18,660 full-time equivalent positions filled.
- 900 department requests for assistance annually.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To prepare accurate and complete employment reports which track hirings and promotions by race, sex, and salary.	Monthly employment reports.	12.
2 To provide technical assistance to City departments in collective bargaining, contractual interpretation, civil service laws, progressive discipline, etc.	Days response time to requests for assistance.	3.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 5. PERSONNEL SYSTEMS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	294,477	303,600	280,485	298,365	17,880
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	294,477	303,600	280,485	298,365	17,880
<b>CONTRACTUAL SERVICES</b>					
0210. Communications					
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs					
TOTAL CONTRACTUAL SERVICES	0	0	0	0	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat					
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	0	0	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	583				
TOTAL CURRENT CHGS & OBLIG	583	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>					
	<b>295,060</b>	<b>303,600</b>	<b>280,485</b>	<b>298,365</b>	<b>17,880</b>

**PROGRAM PERSONNEL**  
PROGRAM 5. PERSONNEL SYSTEMS

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
PR ADM AST	MM12	1.00	1.00	66,670				1.00	66,670	
SR AD ASST	MM6	2.00	2.00	86,415				2.00	86,415	
PRSNL ASST	R16	4.00	4.00	138,940				4.00	138,940	
<b>TOTAL</b>		<b>7.00</b>	<b>7.00</b>	<b>292,025</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>7.00</b>	<b>292,025</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	6,340
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>7.00</b>
		<b>298,365</b>

# **PROGRAM 6. RECRUITMENT**

JACQUELINE HOARD, MANAGER

ACCOUNT # 011-140-0142-PM06

## **PROGRAM MISSION**

The Recruitment Program is responsible for attracting qualified applicants to municipal employment and developing an applicant pool capable of meeting the City's employment needs.

- 160 referrals/yr. for job postings.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To increase the pool of minorities, women, and disabled applicants, in conjunction with the Affirmative Action Program.	Percent of job openings receiving applicant pool referrals.	20%.
2 To develop ongoing relationships with neighborhood agencies, schools, and City departments as resources for recruitment.	Recruiting sources.	100.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 6. RECRUITMENT

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	68,083	56,719	57,368	28,535	-28,833
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	68,083	56,719	57,368	28,535	-28,833
<b>CONTRACTUAL SERVICES</b>					
0210. Communications					
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs					
TOTAL CONTRACTUAL SERVICES	0	0	0	0	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat					
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	0	0	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	0	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>68,083</b>	<b>56,719</b>	<b>57,368</b>	<b>28,535</b>	<b>-28,833</b>

## **PROGRAM PERSONNEL**

### PROGRAM 6. RECRUITMENT

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA
PR ADM AST	MM9	1.00	0.50	27,900				0.50	27,900
<b>TOTAL</b>		<b>1.00</b>	<b>0.50</b>	<b>27,900</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.50</b>
<b>PLUS:</b> DIFFERENTIAL PAYMENTS									
COLLECTIVE BARGAINING									
OTHER									
<b>MINUS:</b> SALARY SAVINGS									
FY 93 TOTAL REQUEST									
<b>0.00</b>									
<b>0.50</b>									
<b>28,535</b>									

# **PROGRAM 7. UNEMPLOYMENT COMPENSATION**

JOHN T. BOYLE, MANAGER

ACCOUNT # 011-140-0142-PM07

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## **PROGRAM MISSION**

The Unemployment Compensation Program administers the Massachusetts Unemployment Security Law, MGLA, c. 151A, as it pertains to former employees and the City's unemployment controls.

- Approximately 1,600 annual unemployment compensation claims.
- 146 DES hearings held in FY91.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To process unemployment claims from the Massachusetts Department of Employment and Training and to improve the processing time of unemployment claims with wage and separation information.	Days to process claims.	5.
2 To contest inappropriate unemployment claims hearings.	Days to process challenges.	5.
3 To represent the City at unemployment claims hearings.	Percent of DES hearings won.	80%.
4 To process payments to DES.	Percent of payments processed within 30 days.	100%.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 7. UNEMPLOYMENT COMPENSATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,911	14,999			
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	1,911	14,999	0	0	0
<b>CONTRACTUAL SERVICES</b>					
0210. Communications					
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs					
TOTAL CONTRACTUAL SERVICES	0	0	0	0	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat					
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	0	0	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	0	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>1,911</b>	<b>14,999</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **PROGRAM PERSONNEL**

### PROGRAM 7. UNEMPLOYMENT COMPENSATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY83 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
SP CLMS AG	MM8	1.00	1.00	51,890					1.00	51,890
S CL INVG	R13	1.00	1.00	28,700					1.00	28,700
HEAD CLERK	R11	1.00	1.00	24,530					1.00	24,530
<b>TOTAL</b>		<b>3.00</b>	<b>3.00</b>	<b>105,120</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>3.00</b>	<b>105,120</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		1,020
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>3.00</b>
		<b>0</b>

# **OFFICE OF PERSONNEL MANAGEMENT**

## **M/WBE PROGRAM COMMITMENT - FY93**

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

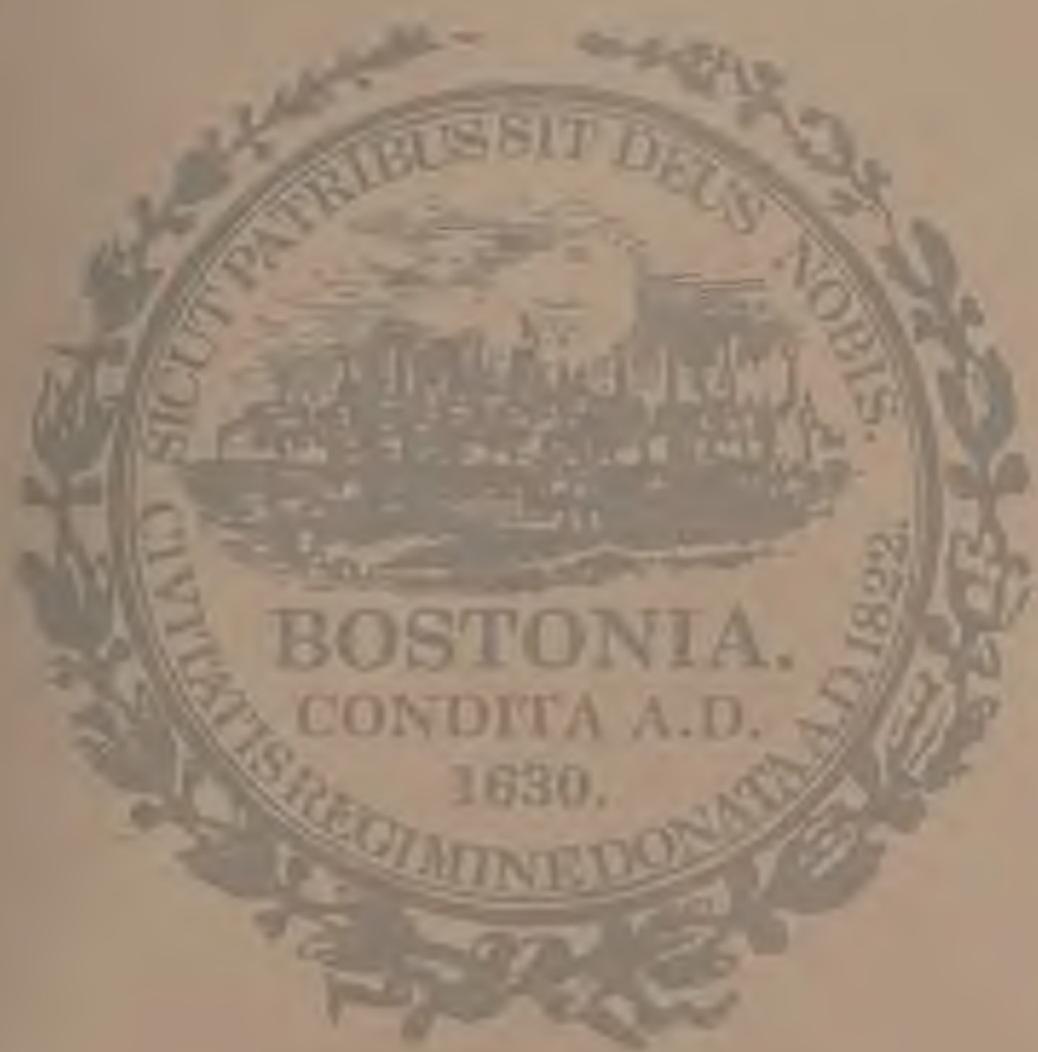
The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



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Agency Manager





BOSTONIA.

CONDITA A.D.

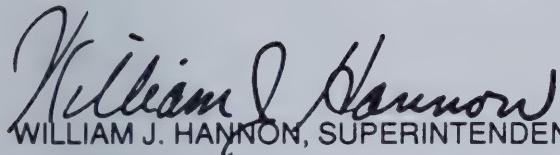
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# PRINTING DIVISION



WILLIAM J. HANNON, SUPERINTENDENT

ACCOUNT # 011-140-0145

## DEPARTMENT MISSION

The Printing Division supplies state-of-the-art printing, binding, and composition services to City departments.

## DESCRIPTION OF SERVICES

The Division provides City departments with typesetting, composition, layout and design services, printing and binding, and delivery of finished printed materials.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	6.0	\$269,882
2. PRODUCTION	30.0	\$1,025,844
<b>TOTAL DEPARTMENT</b>	<b>36.0</b>	<b>\$1,295,726</b>

## AUTHORIZING STATUTES/ORDINANCES

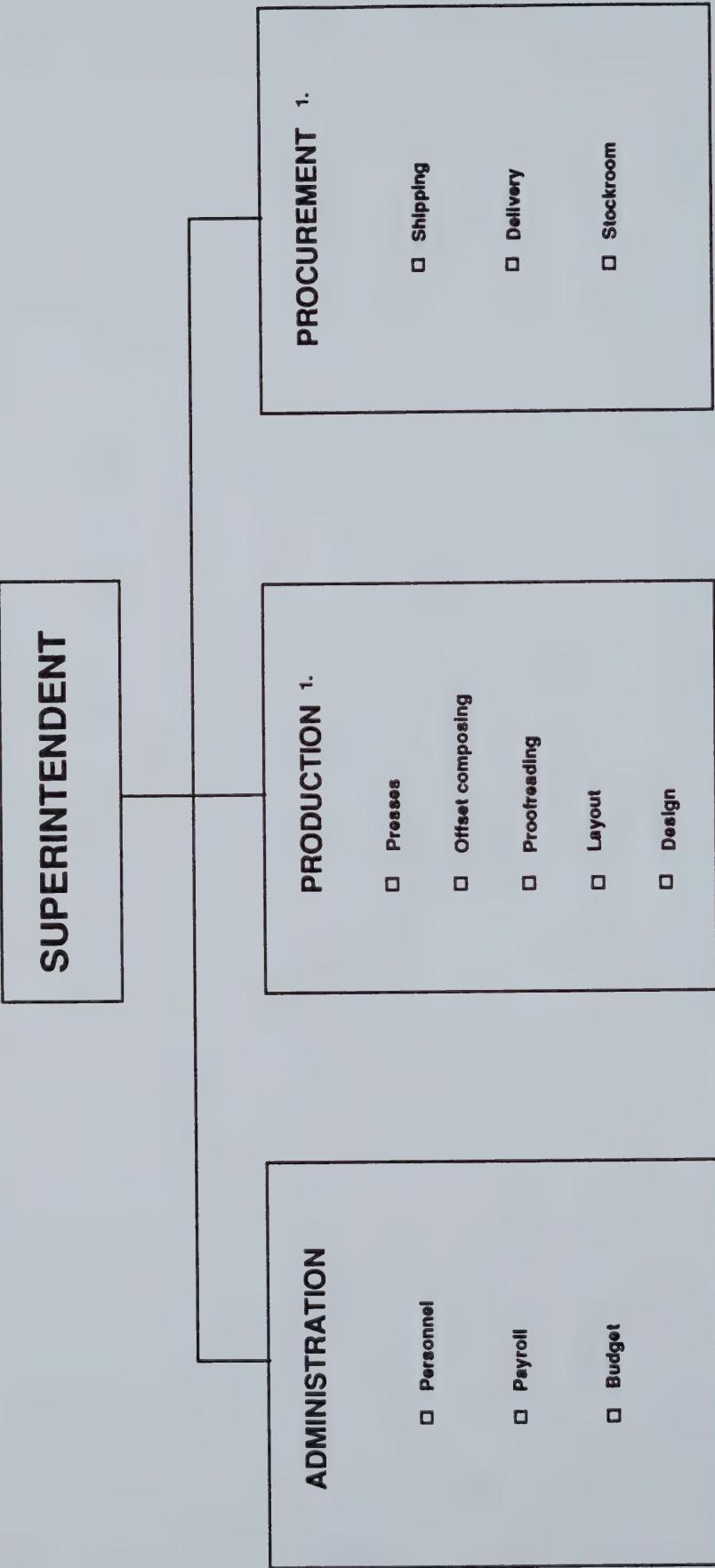
*Printing Plant; Union Label*, CBC Ord. 5, s. 8

*City Documents*, CBC Ord. 5, s. 9

*Departmental Charges*, CBC Ord. 6, s. 6

*Printing and Office Supplies*, CBC Ord. 5, s. 116

# PRINTING DIVISION



NOTE: 1. Included in Production program.

## **DEPARTMENT HISTORY BY OBJECT CODE**

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,588,681	1,525,953	995,380	1,003,026	7,646
0110. Emergency Employees					
0120. Overtime	812	1,143			
0160. Unemployment Comp	13	8,815	62,000		-62,000
0170. Workmen's Comp	17,410	7,104			
TOTAL PERSONAL SERVICES	1,606,916	1,543,015	1,057,380	1,003,026	-54,354
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	8,066	4,403	8,000	8,000	
0220. Light, Heat & Power	29,494	29,802	30,000	30,000	
0230. Water & Sewer	1,437	1,519	2,000	2,000	
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	66,993	66,269	70,000	70,000	
0280. Transport of Persons					
0290. Misc Contractual Svcs	24,214	33,446	25,000	25,000	
TOTAL CONTRACTUAL SERVICES	130,204	135,438	135,000	135,000	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp	814	799	600	600	
0320. Food Supplies					
0330. Heat Supp & Mat	23,103	13,908	30,000	25,000	-5,000
0340. Household Supp & Mat	1,052	967	1,000	1,000	
0350. Medical, Dental, Etc	164	58	100	100	
0360. Office Supp & Mat	17,365	16,939	26,000	20,000	-6,000
0370. Clothing Allowance					
0390. Misc Supp & Mat	975	138	2,000	1,000	-1,000
TOTAL SUPPLIES & MATERIALS	43,473	32,809	59,700	47,700	-12,000
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	4,272	31,037			
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	4,272	31,037	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation	100,990	85,021	110,000	110,000	
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	100,990	85,021	110,000	110,000	0
<b>GRAND TOTAL</b>	<b>1,885,855</b>	<b>1,827,320</b>	<b>1,362,080</b>	<b>1,295,726</b>	<b>-66,354</b>

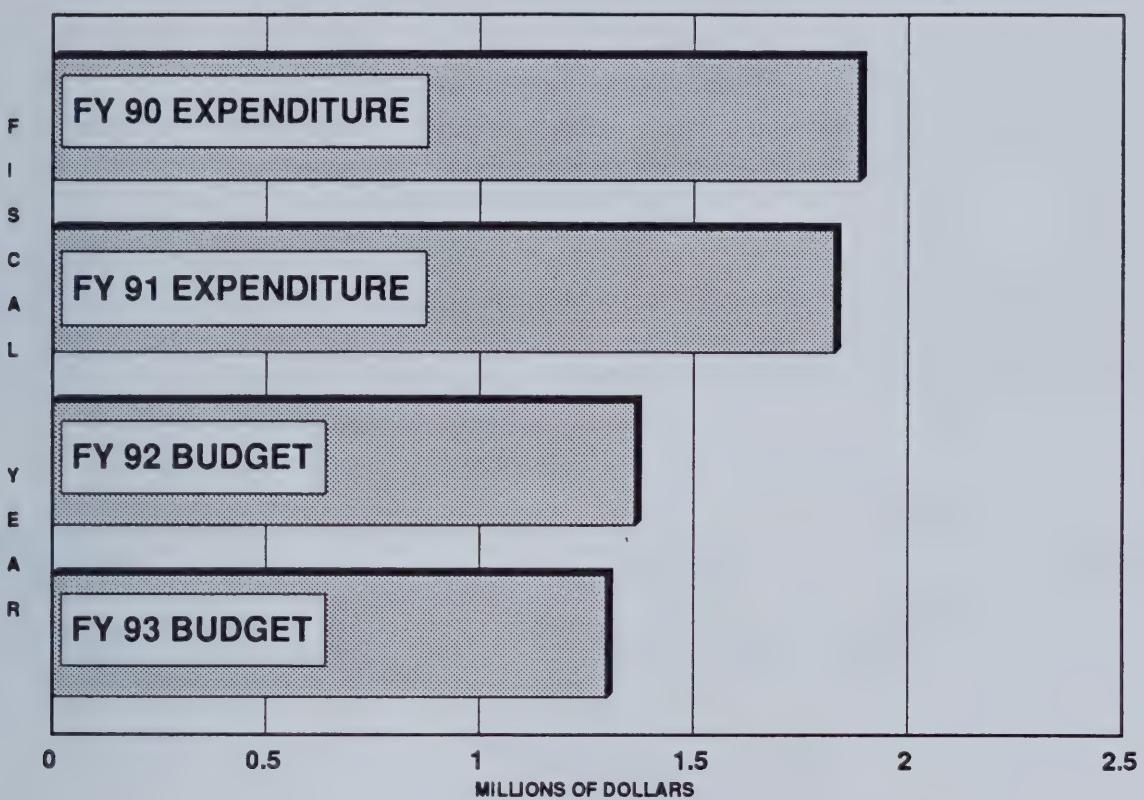
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY 93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
AST SS&L M		1.00	1.00	35,916					1.00	35,916
BKBDR&CUTR		1.00	1.00	30,877					1.00	30,877
BOOKBINDER		3.00	3.00	92,631					3.00	92,631
CMP MKP MN		1.00	1.00	37,231					1.00	37,231
CMPS STNMN		1.00	1.00	38,515					1.00	38,515
COMPOSITOR		2.00	2.00	70,695					2.00	70,695
CYL PRSSMN		3.00	3.00	92,317					3.00	92,317
FMN-PRSRM		1.00	1.00	43,669					1.00	43,669
GEN FORMAN		1.00	1.00	52,487					1.00	52,487
HD SS&L MN		1.00	1.00	52,495					1.00	52,495
OF PR&CMOP		4.00	4.00	141,166					4.00	141,166
OFST COMPS		4.00	4.00	141,389					4.00	141,389
PROOFREADR		1.00	1.00	35,347					1.00	35,347
PRSMAN AP		1.00	1.00	30,772					1.00	30,772
WK FM BIND		1.00	1.00	38,680					1.00	38,680
WK FM PRSR		1.00	1.00	39,989					1.00	39,989
SUPN PRNTG	MM12	1.00	1.00	66,630					1.00	66,630
BUSIN MGR	MM9	1.00	1.00	55,795					1.00	55,795
SR D P S A	MM8	1.00	1.00	47,753					1.00	47,753
SR RES ANL	MM6	3.00	3.00	129,125					3.00	129,125
ADMIN ASST	R15	1.00	1.00	29,836					1.00	29,836
HD ACT CLK	R11	1.00	1.00	24,526					1.00	24,526
LAB MT MLT	R8	1.00	1.00	21,804					1.00	21,804
LAB/METAL	R8	1.00	1.00	19,517					1.00	19,517
<b>TOTAL</b>		<b>37.00</b>	<b>37.00</b>	<b>1,369,162</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>37.00</b>	<b>1,369,162</b>

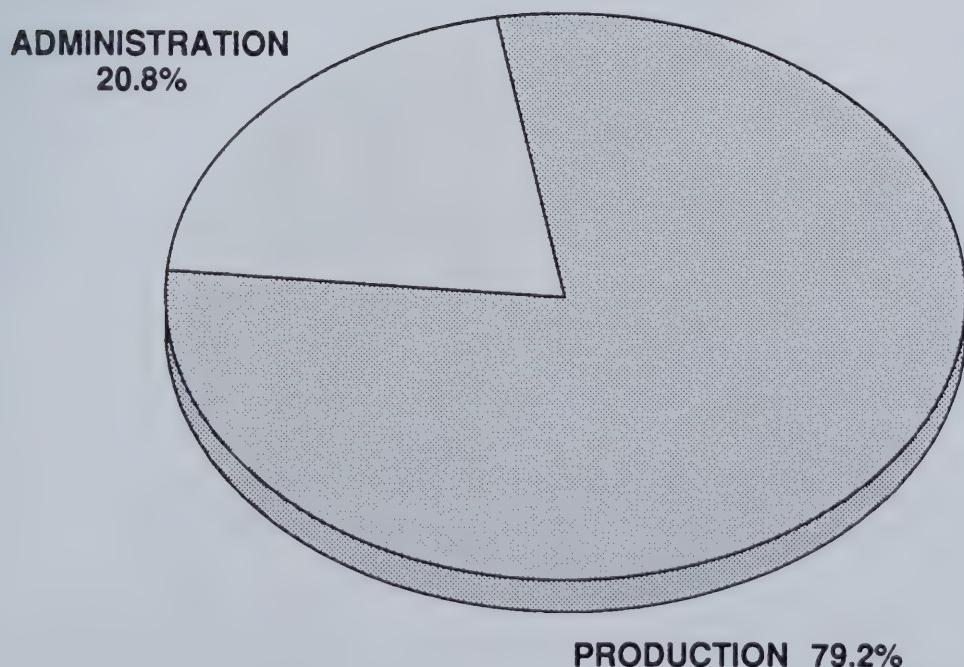
<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		13,135
<b>MINUS:</b>	<b>SALARY SAVINGS</b>	<b>1.00</b>
	<b>FY 93 TOTAL REQUEST</b>	<b>379,271</b>
	<b>36.00</b>	<b>1,003,026</b>

**Total Working January 1, 1991:** **51.0**

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 PRODUCTION	TOTAL
<b>PERSONAL SERVICES</b>			
0100. Permanent Employees	216,807	786,219	1,003,026
0110. Emergency Employees			
0120. Overtime			
0160. Unemployment Comp			
0170. Workmen's Comp			
TOTAL PERSONAL SERVICES	216,807	786,219	1,003,026
<b>CONTRACTUAL SERVICES</b>			
0210. Communications	4,700	3,300	8,000
0220. Light, Heat & Power	7,200	22,800	30,000
0230. Water & Sewer	2,000		2,000
0250. Garbage/Waste Removal			
0260. Repairs Bldg & Struct			
0270. Repairs & Serv Equip	10,000	60,000	70,000
0280. Transport of Persons			
0290. Misc Contractual Svcs	3,000	22,000	25,000
TOTAL CONTRACTUAL SERVICES	26,900	108,100	135,000
<b>SUPPLIES &amp; MATERIALS</b>			
0300. Auto Energy Supp	75	525	600
0320. Food Supplies			
0330. Heat Supp & Mat	5,000	20,000	25,000
0340. Household Supp & Mat	1,000		1,000
0350. Medical, Dental, Etc	100		100
0360. Office Supp & Mat	20,000		20,000
0370. Clothing Allowance			
0390. Misc Supp & Mat		1,000	1,000
TOTAL SUPPLIES & MATERIALS	26,175	21,525	47,700
<b>CURRENT CHGS &amp; OBLIG</b>			
0450. Aid to Veterans			
0460. Equipment Lease/Purchase			
0470. Indemnification			
0490. Other Current Charges			
TOTAL CURRENT CHGS & OBLIG	0	0	0
<b>EQUIPMENT</b>			
0500. Automotive Equip			
0560. Office Furn & Equip			
0590. Misc Equipment			
TOTAL EQUIPMENT	0	0	0
<b>OTHER</b>			
0600. Special Appropriation		110,000	110,000
0700. Struct & Improvements			
0800. Land & Non-Structural			
TOTAL OTHER	0	110,000	110,000
<b>GRAND TOTAL</b>	<u><u>269,882</u></u>	<u><u>1,025,844</u></u>	<u><u>1,295,726</u></u>

# **PROGRAM 1. ADMINISTRATION**

WILLIAM J. HANNON, MANAGER

ACCOUNT # 011-140-0145-PR01

## **PROGRAM MISSION**

The Administration Program's mission is to provide supervision as well as general financial and clerical services to the Division. It also develops budget estimates, maintains Division records, prepares weekly payrolls, submits billing for printing services, and maintains a central stock of office supplies.

- 36 people work at the plant at 174 North Street.
- Department processes 350 invoices annually for supplies and services.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To monitor the expenditure of labor and materials utilized in the printing process and charged back to City departments.	a Expenditures charged back for personnel/qtr.  b Expenditures charged back for supplies/qtr.	\$55,000.  \$40,000.
2 To efficiently process all financial paper work.	Percent of invoices sent to Auditing within 5 days of invoice receipt.	80%.
3 To reduce absenteeism.	Percent reduction in absenteeism compared to FY92 level.	5%.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	429,378	415,378	213,489	216,807	3,318
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp	13	8,815	7,000		-7,000
0170. Workmen's Comp		-320			
TOTAL PERSONAL SERVICES	429,391	423,873	220,489	216,807	-3,682
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	6,746	3,499	4,700	4,700	
0220. Light, Heat & Power	29,494	29,802	7,200	7,200	
0230. Water & Sewer	1,437	1,519	2,000	2,000	
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	11,379	9,961	10,000	10,000	
0280. Transport of Persons					
0290. Misc Contractual Svcs	1,665	1,634	3,000	3,000	
TOTAL CONTRACTUAL SERVICES	50,721	46,414	26,900	26,900	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp	814	609	75	75	
0320. Food Supplies					
0330. Heat Supp & Mat	8,772	7,930	10,000	5,000	-5,000
0340. Household Supp & Mat	672	967	1,000	1,000	
0350. Medical, Dental, Etc		58	100	100	
0360. Office Supp & Mat	1,996	16,883	26,000	20,000	-6,000
0370. Clothing Allowance					
0390. Misc Supp & Mat	150				
TOTAL SUPPLIES & MATERIALS	12,404	26,447	37,175	26,175	-11,000
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	4,272	31,037			
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	4,272	31,037	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation			47,736		-47,736
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	47,736	0	-47,736
<b>GRAND TOTAL</b>	<b>496,788</b>	<b>527,771</b>	<b>332,300</b>	<b>269,882</b>	<b>-62,418</b>

## **PROGRAM PERSONNEL**

### PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
SUPN PRNTG	MM12	1.00	1.00	66,630				1.00	66,630	
BUSIN MGR	MM9	1.00	1.00	55,795				1.00	55,795	
SR RES ANL	MM6	2.00	2.00	86,083				2.00	86,083	
HD ACT CLK	R11	1.00	1.00	24,526				1.00	24,526	
LAB MT MLT	R8	1.00	1.00	21,804				1.00	21,804	
<b>TOTAL</b>		<b>6.00</b>	<b>6.00</b>	<b>254,838</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>6.00</b>	<b>254,838</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		3,655
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>6.00</b>
		<b>216,807</b>

# **PROGRAM 2. PRODUCTION**

MARCO SULLO, MANAGER

ACCOUNT # 011-140-0145-PR02

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## **PROGRAM MISSION**

The Production Program sets type for the printing of materials through a computerized Quadex system. Production is responsible for layout, design, press room operations, and binding of finished materials. The program also procures and allocates paper stock and other supplies, assigns jobs, and oversees shipping and delivery of printed materials.

- 2,400 printing jobs are completed each year.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To increase customer satisfaction by responding to returned performance survey forms.	a Customer satisfaction rating on technical assistance from staff.  b Customer satisfaction rating on timeliness.  c Customer satisfaction rating on product satisfaction.	85%.  75%.  85%.
2 To handle printing requests from City departments and complete jobs at a lower cost than outside vendors.	a Dollars saved compared to outside vendor estimates.  b Job requests completed.	\$400,000.  2,400.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. PRODUCTION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,159,303	1,110,575	781,891	786,219	4,328
0110. Emergency Employees					
0120. Overtime	812	1,143			
0160. Unemployment Comp			55,000		-55,000
0170. Workmen's Comp	17,410	7,424			
TOTAL PERSONAL SERVICES	1,177,525	1,119,142	836,891	786,219	-50,672
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,320	904	3,300	3,300	
0220. Light, Heat & Power			22,800	22,800	
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	55,614	56,308	60,000	60,000	
0280. Transport of Persons					
0290. Misc Contractual Svcs	22,549	31,812	22,000	22,000	
TOTAL CONTRACTUAL SERVICES	79,483	89,024	108,100	108,100	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp		189	525	525	
0320. Food Supplies					
0330. Heat Supp & Mat	14,331	5,978	20,000	20,000	
0340. Household Supp & Mat	380				
0350. Medical, Dental, Etc	164				
0360. Office Supp & Mat	15,369	56			
0370. Clothing Allowance					
0390. Misc Supp & Mat	825	138	2,000	1,000	-1,000
TOTAL SUPPLIES & MATERIALS	31,069	6,362	22,525	21,525	-1,000
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	0	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation	100,990	85,021	62,264	110,000	47,736
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	100,990	85,021	62,264	110,000	47,736
<b>GRAND TOTAL</b>	<b>1,389,067</b>	<b>1,299,549</b>	<b>1,029,780</b>	<b>1,025,844</b>	<b>-3,936</b>

**PROGRAM PERSONNEL**  
PROGRAM 2. PRODUCTION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY 93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	
AST SS&L M		1.00	1.00	35,916					1.00	35,916
BKBDR&CUTR		1.00	1.00	30,877					1.00	30,877
BOOKBINDER		3.00	3.00	92,631					3.00	92,631
CMP MKP MN		1.00	1.00	37,231					1.00	37,231
CMPS STNMN		1.00	1.00	38,515					1.00	38,515
COMPOSITOR		2.00	2.00	70,695					2.00	70,695
CYL PRSSMN		3.00	3.00	92,317					3.00	92,317
FMN-PRSRM		1.00	1.00	43,669					1.00	43,669
GEN FORMAN		1.00	1.00	52,487					1.00	52,487
HD SS&L MN		1.00	1.00	52,495					1.00	52,495
OF PR&CMOP		4.00	4.00	141,166					4.00	141,166
OFST COMPS		4.00	4.00	141,389					4.00	141,389
PROOFREADR		1.00	1.00	35,347					1.00	35,347
PRSMAN AP		1.00	1.00	30,772					1.00	30,772
WK FM BIND		1.00	1.00	38,680					1.00	38,680
WK FM PRSR		1.00	1.00	39,989					1.00	39,989
SR D P S A	MM8	1.00	1.00	47,753					1.00	47,753
SR RES ANL	MM6	1.00	1.00	43,042					1.00	43,042
ADMIN ASST	R15	1.00	1.00	29,836					1.00	29,836
LAB/METAL	R8	1.00	1.00	19,517					1.00	19,517
<b>TOTAL</b>		<b>31.00</b>	<b>31.00</b>	<b>1,114,324</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>31.00</b>	<b>1,114,324</b>

<b>PLUS:</b> DIFFERENTIAL PAYMENTS COLLECTIVE BARGAINING OTHER	0 0 9,480
<b>MINUS:</b> SALARY SAVINGS FY 93 TOTAL REQUEST	1.00 337,585 <b>30.00</b> <b>786,219</b>

# **PRINTING DIVISION**

## **M/WBE PROGRAM COMMITMENT - FY93**

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

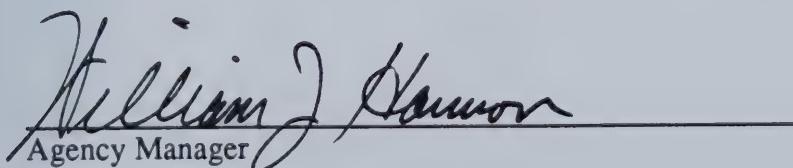
That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



\_\_\_\_\_  
William J. Hanover  
Agency Manager







# PURCHASING DIVISION

Frank F. Chin  
Frank F. Chin

FRANK F. CHIN, PURCHASING AGENT

ACCOUNT # 011-140-0143

## DEPARTMENT MISSION

The Purchasing Division is responsible for the acquisition of goods and materials necessary for the operation of City departments, and the disposition of surplus property.

## DESCRIPTION OF SERVICES

The Purchasing Division procures all supplies, materials, and equipment for City and County departments. The procurement process entails selecting vendors through public bidding, and managing purchase orders and contracts. The Central Services Unit ensures the efficient and economical disposal of all City surplus property excluding land and buildings, and processes and posts all City Hall outgoing, inter-office, and incoming mail. This unit also produces the City Record.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	8.0	\$318,469
2. PROCUREMENT	8.0	\$332,347
3. CENTRAL SERVICES	4.0	\$157,849
<b>TOTAL DEPARTMENT</b>	<b>20.0</b>	<b>\$808,665</b>

## AUTHORIZING STATUTES/ORDINANCES

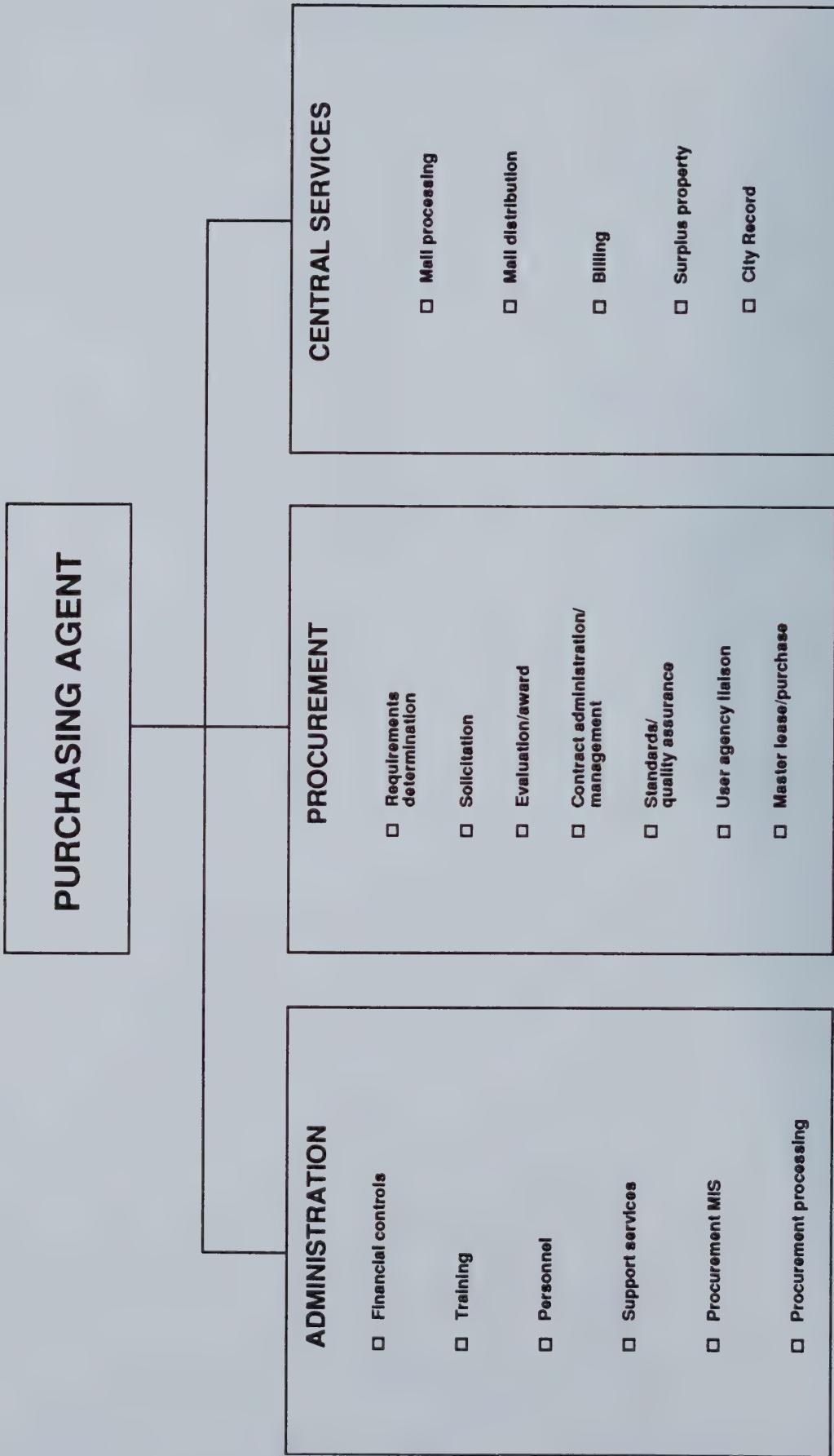
*Enabling Legislation, MGLA c. 41, s. 103*

*Duties of the Purchasing Agent, CBC Ord. 5, s. 7*

*Surplus Equipment Disposition, CBC Ord. 5, s. 5*

*Content and Sale, CBC ST. 2, s. 650*

# PURCHASING DIVISION



## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,137,050	803,548	757,379	719,440	-37,939
0110. Emergency Employees					
0120. Overtime	195	683			
0160. Unemployment Comp	17,415	2,571	19,000		-19,000
0170. Workmen's Comp	2,586	4,512			
TOTAL PERSONAL SERVICES	1,157,246	811,313	776,379	719,440	-56,939
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	18,873	12,889	15,700	13,700	-2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	21,923		24,500	38,800	14,300
0280. Transport of Persons					
0290. Misc Contractual Svcs	20,241	21,014	11,700	15,000	3,300
TOTAL CONTRACTUAL SERVICES	61,037	33,903	51,900	67,500	15,600
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	15,868	11,992	14,000	15,000	1,000
0370. Clothing Allowance					
0390. Misc Supp & Mat	1,176	723			
TOTAL SUPPLIES & MATERIALS	17,044	12,715	14,000	15,000	1,000
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	11,630	14,730			
0490. Other Current Charges	365	922			
TOTAL CURRENT CHGS & OBLIG	11,995	15,652	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	1,598				
0590. Misc Equipment	4,600	1,394			
TOTAL EQUIPMENT	6,198	1,394	0	0	0
<b>OTHER</b>					
0600. Special Appropriation	39,086	42,008		6,725	6,725
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	39,086	42,008	0	6,725	6,725
<b>GRAND TOTAL</b>	<b>1,292,606</b>	<b>916,985</b>	<b>842,279</b>	<b>808,665</b>	<b>-33,614</b>

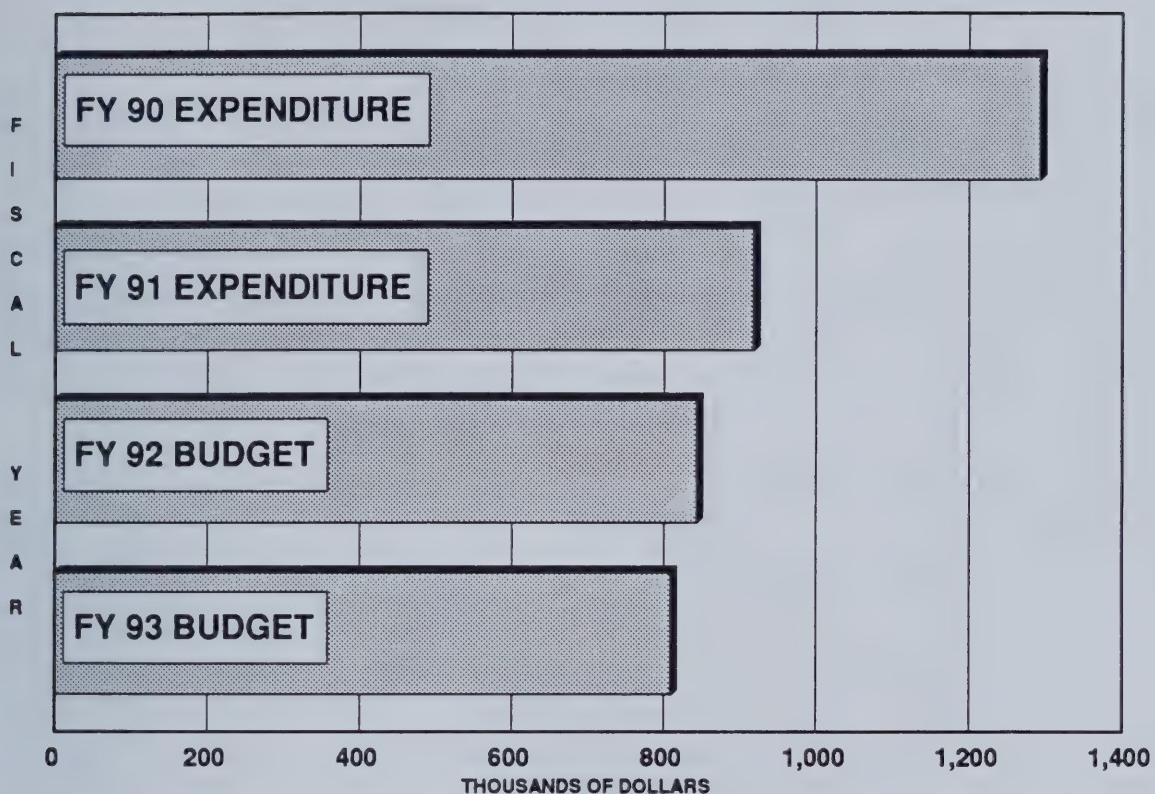
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
PUR AGENT		1.00	1.00	62,500					1.00	62,500
EXEC AST	MM11	1.00	1.00	64,199					1.00	64,199
PR ADM AST	MM8	1.00	1.00	47,583					1.00	47,583
AS PRCH AG	MM7	2.00	2.00	94,778					2.00	94,778
SR ADM ANL	MM7	1.00	1.00	47,389					1.00	47,389
ADMIN ASST	MM4	1.00	1.00	35,795					1.00	35,795
ST CTL SPV	R20	1.00	1.00	49,686					1.00	49,686
PR BUYER	R18	1.00	1.00	42,472					1.00	42,472
SR BUYER	R16	2.00	2.00	69,818					2.00	69,818
ADMIN ASST	R15	2.00	2.00	58,694					2.00	58,694
BUYER	R15	2.00	2.00	64,550					2.00	64,550
ADMIN ANL	R14	1.00	1.00	28,692					1.00	28,692
OFF MGR	R14	1.00	1.00	28,692					1.00	28,692
HEAD CLERK SEC	R12		1.00	24,526					1.00	24,526
HEAD CLERK	R11	1.00	1.00	23,284					1.00	23,284
PR ACT CLK	R8	2.00	2.00	42,504					2.00	42,504
PR CLK TYP	R8	1.00	1.00	20,838					1.00	20,838
<b>TOTAL</b>		<b>21.00</b>	<b>22.00</b>	<b>806,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>22.00</b>	<b>806,000</b>

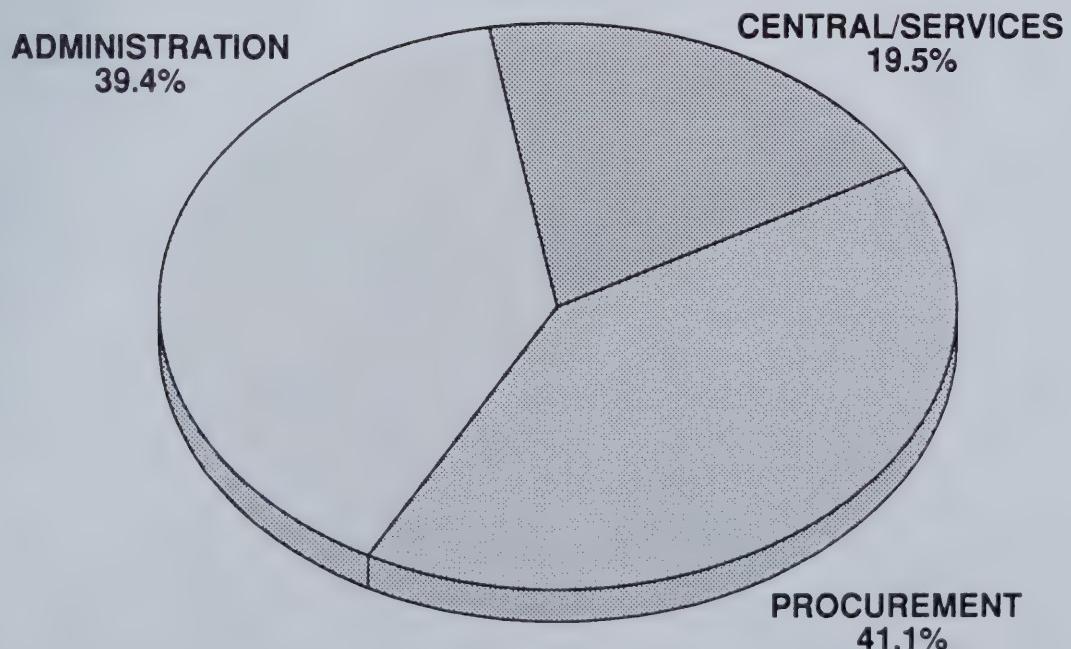
<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		17,050
<b>MINUS:</b>	SALARY SAVINGS	2.00
	FY 93 TOTAL REQUEST	<u>20.00</u>
		<u>103,610</u>
		<u>719,440</u>

**Total Working January 1, 1991:** 28.0

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 PROCUREMT	PROGRAM 3 CONTRACTS	TOTAL
<b>PERSONAL SERVICES</b>				
0100. Permanent Employees	277,169	326,347	115,924	719,440
0110. Emergency Employees				
0120. Overtime				
0160. Unemployment Comp				
0170. Workmen's Comp				
TOTAL PERSONAL SERVICES	277,169	326,347	115,924	719,440
<b>CONTRACTUAL SERVICES</b>				
0210. Communications	7,000	6,000	700	13,700
0220. Light, Heat & Power				
0230. Water & Sewer				
0250. Garbage/Waste Removal				
0260. Repairs Bldg & Struct				
0270. Repairs & Serv Equip	4,800		34,000	38,800
0280. Transport of Persons				
0290. Misc Contractual Svcs	15,000			15,000
TOTAL CONTRACTUAL SERVICES	26,800	6,000	34,700	67,500
<b>SUPPLIES &amp; MATERIALS</b>				
0300. Auto Energy Supp				
0320. Food Supplies				
0330. Heat Supp & Mat				
0340. Household Supp & Mat				
0350. Medical, Dental, Etc				
0360. Office Supp & Mat	14,500		500	15,000
0370. Clothing Allowance				
0390. Misc Supp & Mat				
TOTAL SUPPLIES & MATERIALS	14,500	0	500	15,000
<b>CURRENT CHGS &amp; OBLIG</b>				
0450. Aid to Veterans				
0460. Equipment Lease/Purchase				
0470. Indemnification				
0490. Other Current Charges				
TOTAL CURRENT CHGS & OBLIG	0	0	0	0
<b>EQUIPMENT</b>				
0500. Automotive Equip				
0560. Office Furn & Equip				
0590. Misc Equipment				
TOTAL EQUIPMENT	0	0	0	0
<b>OTHER</b>				
0600. Special Appropriation			6,725	6,725
0700. Struct & Improvements				
0800. Land & Non-Structural				
TOTAL OTHER	0	0	6,725	6,725
<b>GRAND TOTAL</b>	<b>318,469</b>	<b>332,347</b>	<b>157,849</b>	<b>808,665</b>

# **PROGRAM 1. ADMINISTRATION**

ROBERT A. FREELEY, MANAGER

ACCOUNT # 011-140-0143-PU01

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## **PROGRAM MISSION**

The Administration Program provides administrative, fiscal and human resource support to other operating programs within the Division.

- Maintains payroll, personnel, and budget requirements for 20 employees.
- Processes an average of 9 departmental invoices each month.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To ensure all purchase orders encumbered are processed and mailed to vendors on a timely basis.	Percent mailed within 2 business days.	100%.
2 To generate and maintain a Division spending plan.	Updates prepared within 10 days of end of quarter.	4.
3 To efficiently process all financial paper work.	Percent of invoices sent to Auditing within 15 days of billing.	100%.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	528,419	290,574	270,060	277,169	7,109
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp	16,297	2,571	13,000		-13,000
0170. Workmen's Comp	2,586	4,512			
TOTAL PERSONAL SERVICES	547,302	297,657	283,060	277,169	-5,891
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	9,600	2,626	7,000	7,000	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip				4,800	4,800
0280. Transport of Persons					
0290. Misc Contractual Svcs	12,992	17,797	10,200	15,000	4,800
TOTAL CONTRACTUAL SERVICES	22,592	20,423	17,200	26,800	9,600
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	8,769	4,953	14,000	14,500	500
0370. Clothing Allowance					
0390. Misc Supp & Mat	1,036	612			
TOTAL SUPPLIES & MATERIALS	9,805	5,565	14,000	14,500	500
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	11,630	14,730			
0490. Other Current Charges	60	500			
TOTAL CURRENT CHGS & OBLIG	11,690	15,230	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	1,598				
0590. Misc Equipment	4,600				
TOTAL EQUIPMENT	6,198	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation	39,086				
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	39,086	0	0	0	0
<b>GRAND TOTAL</b>	<b>636,673</b>	<b>338,875</b>	<b>314,260</b>	<b>318,469</b>	<b>4,209</b>

## **PROGRAM PERSONNEL**

### PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
PUR AGENT		1.00	1.00	62,500				1.00	62,500	
EXEC AST	MM11	1.00	1.00	64,199				1.00	64,199	
ADMIN ASST	R15	1.00	1.00	28,054				1.00	28,054	
OFF MGR	R14	1.00	1.00	28,692				1.00	28,692	
HEAD CLERK SEC	R12		1.00	24,526				1.00	24,526	
PR ACT CLK	R8	2.00	2.00	42,504				2.00	42,504	
PR CLK TYP	R8	1.00	1.00	20,838				1.00	20,838	
<b>TOTAL</b>		<b>7.00</b>	<b>8.00</b>	<b>271,313</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>8.00</b>	<b>271,313</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		5,856
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>8.00</b>
		<b>277,169</b>

# **PROGRAM 2. PROCUREMENT**

MARY T. GALE, VINCENT A. CAIANI, MANAGERS

ACCOUNT # 011-140-0143-PU02

## **PROGRAM MISSION**

The Procurement Program procures goods and materials for use by various City departments. This is accomplished by selecting vendors through the public bid process, and initiating purchase orders and contracts consistent with appropriateness of cost, quality, delivery requirements, and vendor service. This program maintains the major vendor account for the City's Copier Lease/Purchase Program, a maintenance and service invoicing program. Also, the City's Master Lease Program is coordinated within this unit.

- Processes 7,600 purchase orders, 520 contracts for all City departments.
- Manage 35 copiers under Lease/Purchase Program.
- Monitor \$4 million worth of equipment under Master Lease Program.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To reduce the estimated cost per unit on purchase requisitions for FY93.	Pct. reduction in price compared to estimated cost on requisitions submitted.	5%.
2 To monitor goods received for which open orders are used to requisition by departments.	Pct. variance between open order pricing and purchasing contract pricing.	To be reported.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. PROCUREMENT

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	338,549	307,912	305,962	326,347	20,385
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp			6,000		-6,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	338,549	307,912	311,962	326,347	14,385
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	6,546	5,007	8,000	6,000	-2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs	593	2,517	1,500		-1,500
TOTAL CONTRACTUAL SERVICES	7,139	7,524	9,500	6,000	-3,500
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	4,718	4,222			
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	4,718	4,222	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	305	350			
TOTAL CURRENT CHGS & OBLIG	305	350	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>350,711</b>	<b>320,008</b>	<b>321,462</b>	<b>332,347</b>	<b>10,885</b>

**PROGRAM PERSONNEL**  
PROGRAM 2. PROCUREMENT

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	
PR ADM AST	MM8	1.00	1.00	47,583				1.00	47,583
AS PRCH AG	MM7	2.00	2.00	94,778				2.00	94,778
PR BUYER	R18	1.00	1.00	42,472				1.00	42,472
SR BUYER	R16	2.00	2.00	69,818				2.00	69,818
BUYER	R15	2.00	2.00	64,550				2.00	64,550
<b>TOTAL</b>		<b>8.00</b>	<b>8.00</b>	<b>319,201</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>319,201</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	7,146
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>8.00</b>
		<b>326,347</b>

# **PROGRAM 3. CENTRAL SERVICES**

GERALD KENNEALLY, W. STANTON, MANAGERS

ACCOUNT # 011-140-0143-PU03

## **PROGRAM MISSION**

The Central Services Program provides a mail service, copy reproduction service, disposal of surplus property, and the publishing and distribution of the City Record. This program is responsible for the handling of all incoming and outgoing mail for departments within City Hall. It provides a large volume and fast copy reproduction service through its Copy Center. The Surplus Property Unit ensures the efficient and economical disposal of all the City's surplus property excluding land and buildings. This program is responsible for the publishing, distribution, billing and marketing of the City Record.

- Mail room incoming volume: 1,000,000; outgoing volume: 1,500,000 annually.
- City record subscriptions: 1,000.
- Copy Center copies: 3,000,000.
- Estimated value of surplus property for 200 items: \$150,000.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To post and/or process all outgoing and incoming mail from each department daily.	Pct. of all outgoing and incoming mail processed within 2 business days.	100%.
2 To monitor Copy Center activity, including the charging of departments for service.	Total charges to departments.	\$65,000.
3 To continue the recycling and/or disposal of surplus property.	Transfers of property.	50.
4 To publish the City Record weekly.	a Weekly editions of City Record published and distributed. b Total revenue.	52. \$75,000.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 3. CENTRAL SERVICES

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	270,082	205,061	181,357	115,924	-65,433
0110. Emergency Employees					
0120. Overtime	195	683			
0160. Unemployment Comp		1,118			
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	271,395	205,744	181,357	115,924	-65,433
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	2,727	5,257	700	700	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	21,923		24,500	34,000	9,500
0280. Transport of Persons					
0290. Misc Contractual Svcs	6,656	700			
TOTAL CONTRACTUAL SERVICES	31,306	5,957	25,200	34,700	9,500
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	2,381	2,817		500	500
0370. Clothing Allowance					
0390. Misc Supp & Mat	140	111			
TOTAL SUPPLIES & MATERIALS	2,521	2,928	0	500	500
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges		72			
TOTAL CURRENT CHGS & OBLIG	0	72	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment		1,394			
TOTAL EQUIPMENT	0	1,394	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	42,008	0	6,725	6,725
<b>GRAND TOTAL</b>	<b>305,222</b>	<b>258,103</b>	<b>206,557</b>	<b>157,849</b>	<b>-48,708</b>

**PROGRAM PERSONNEL**  
PROGRAM 3. CENTRAL SERVICES

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY83 DELETIONS		FY 83 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
SR ADM ANL	MM7	1.00	1.00	47,389					1.00	47,389
ADMIN ASST	MM4	1.00	1.00	35,795					1.00	35,795
ST CTL SPV	R20	1.00	1.00	49,686					1.00	49,686
ADMIN ASST	R15	1.00	1.00	30,640					1.00	30,640
ADMIN ANL	R14	1.00	1.00	28,692					1.00	28,692
HEAD CLERK	R11	1.00	1.00	23,284					1.00	23,284
<b>TOTAL</b>		<b>6.00</b>	<b>6.00</b>	<b>215,486</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>6.00</b>	<b>215,486</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	4,048
<b>MINUS:</b>	SALARY SAVINGS	2.00
	FY 93 TOTAL REQUEST	<b>4.00</b>
		<b>103,610</b>
		<b>115,924</b>

# PURCHASING DIVISION

## M/WBE PROGRAM COMMITMENT - FY93

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



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Agency Manager





# **WORKERS' COMPENSATION SERVICE DIVISION**

*Alison R. Haley*

ALYSON R. HALEY, DIRECTOR

ACCOUNT # 011-140-0155

## **DEPARTMENT MISSION**

The Workers' Compensation Service Division provides compensation and medical benefits for all insured City of Boston employees suffering an industrial accident. The City is a self insured entity with respect to workers' compensation insurance.

## **DESCRIPTION OF SERVICES**

The Workers' Compensation Service Division investigates claims and makes payments in a timely manner. It provides City departments with information to assist them in managing claims resulting from employee injuries and to reduce costs associated with workers' compensation. The Division also seeks to reduce workers compensation loss exposure and to recoup some of the compensation paid to injured employees from the state's Second Injury Fund and from third party actions where appropriate.

## **DEPARTMENT BUDGET**

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. LEGAL	6.0	\$226,201
2. CLAIMS MANAGEMENT	8.0	\$137,053
<b>TOTAL DEPARTMENT</b>	<b>14.0</b>	<b>\$363,254</b>

NOTE: Appropriation is broken down as follows: City, \$270,254; County, \$93,000.

## **AUTHORIZING STATUTES/ORDINANCES**

*Generally, MGLA c. 152*

*Third Parties; Subrogation, MGLA c. 152, s. 15*

*Operation As Self-Insurer, MGLA c. 152, s. 25*

*Second Injury Reimbursement, MGLA c. 152, s. 37*

*Special Fund; Trust Fund; Assessment Base and Rates; Payments; Reports; Audits, MGLA c. 152, s. 65*

# WORKERS' COMPENSATION SERVICE DIVISION

**WORKERS'  
COMPENSATION  
AGENT**

**ADMINISTRATION/  
LEGAL**

- Administrative support
- Legal assistance
- Bill processing

**CLAIMS  
MANAGEMENT**

- Claims management
- Claims processing
- References for rehabilitation
- Investigation

## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	272,504	293,859	272,124	314,493	42,369
0110. Emergency Employees	14,569	13,256		17,585	17,585
0120. Overtime					
0160. Unemployment Comp	2,645				
0170. Workmen's Comp		1,812			
TOTAL PERSONAL SERVICES	289,718	308,927	272,124	332,078	59,954
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	5,560	4,869	5,600	6,600	1,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	59	385	700	700	
0280. Transport of Persons	43	96	100	100	
0290. Misc Contractual Svcs	28,758	40,371	8,475	16,000	7,525
TOTAL CONTRACTUAL SERVICES	34,420	45,721	14,875	23,400	8,525
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	4,207	5,311	4,000	6,930	2,930
0370. Clothing Allowance					
0390. Misc Supp & Mat			300	300	
TOTAL SUPPLIES & MATERIALS	4,207	5,311	4,300	7,230	2,930
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	3,020				
0490. Other Current Charges	730	1,437	1,600	546	-1,054
TOTAL CURRENT CHGS & OBLIG	3,750	1,437	1,600	546	-1,054
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		821			
0590. Misc Equipment	350				
TOTAL EQUIPMENT	350	821	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>332,445</b>	<b>362,217</b>	<b>292,899</b>	<b>363,254</b>	<b>70,355</b>

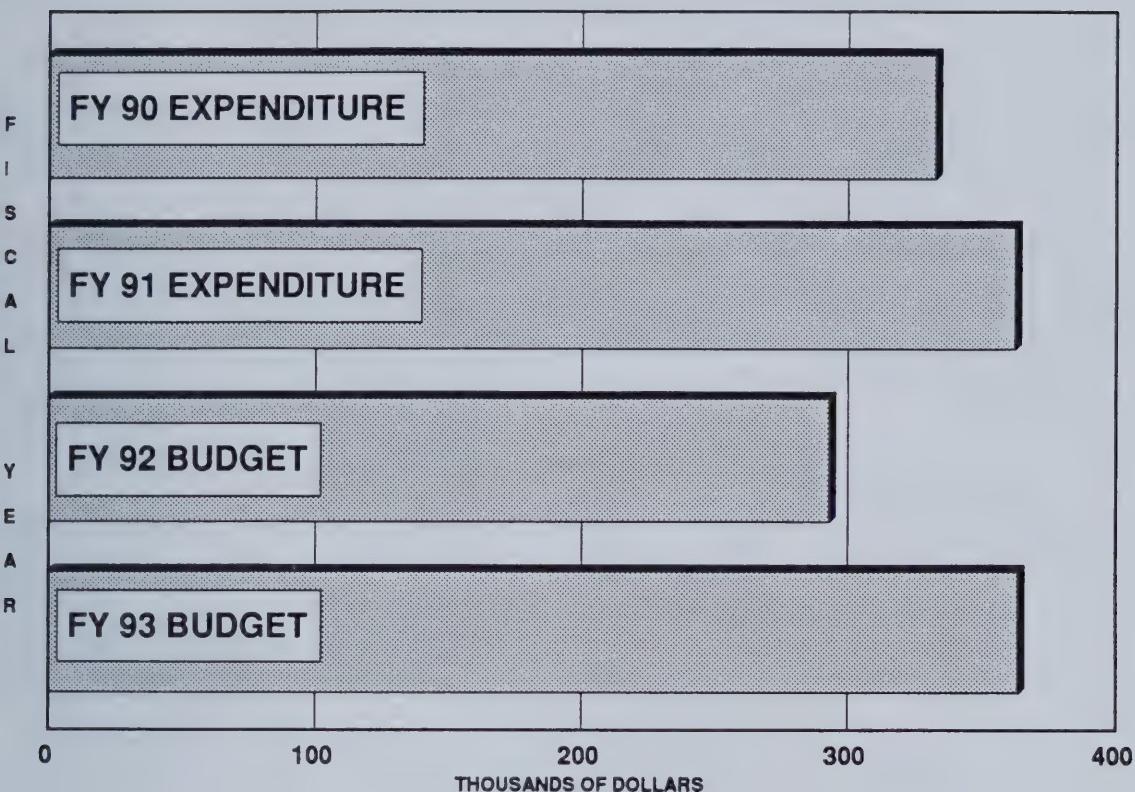
## **DEPARTMENT PERSONNEL**

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
WCMP AGENT	MM11	1.00	1.00	62,431					1.00	62,431
A CORP CNL	MM6	1.00	2.00	69,039					2.00	69,039
ADMIN ASST	R16	1.00	1.00	34,909					1.00	34,909
ADMIN ASST	R15	1.00	1.00	32,275					1.00	32,275
SPV CLAIMS	R15	2.00	2.00	60,709					2.00	60,709
ADMIN SECY	R14		1.00	21,820					1.00	21,820
SR CLM INV	R14	3.00	3.00	74,966					3.00	74,966
SR LEG AST	R14		1.00	21,820					1.00	21,820
HD CLK SEC	R12	2.00	2.00	50,034					2.00	50,034
<b>TOTAL</b>		<b>11.00</b>	<b>14.00</b>	<b>428,003</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>14.00</b>	<b>428,003</b>

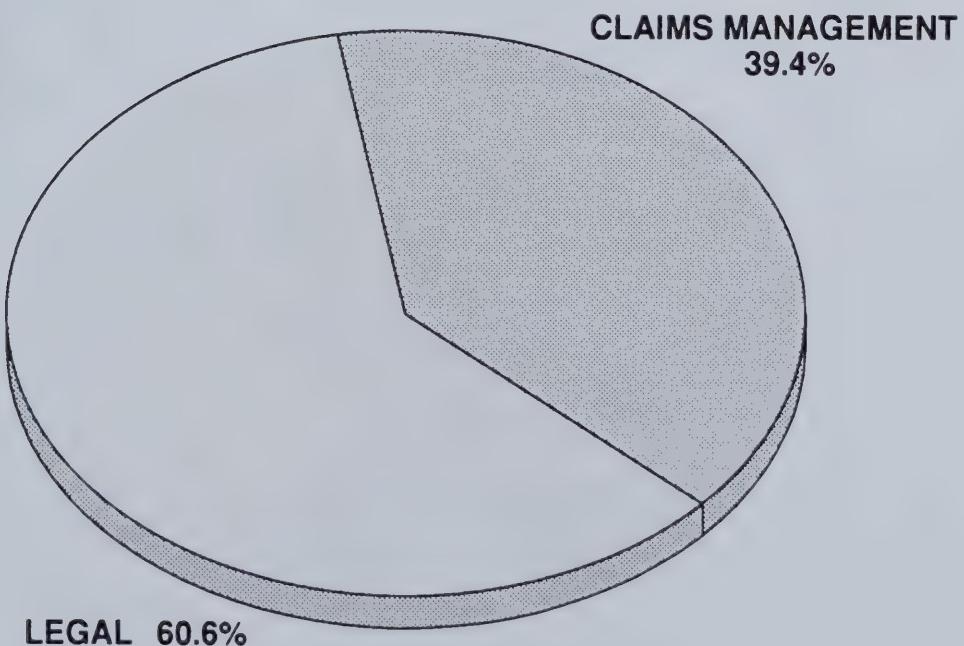
<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		4,400
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>14.00</b>
		<b>314,493</b>

**Total Working January 1, 1991:**      **10.0**

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 LEGAL	PROGRAM 2 CLMS MGMT	TOTAL
<b>PERSONAL SERVICES</b>			
0100. Permanent Employees	213,078	101,415	314,493
0110. Emergency Employees		17,585	17,585
0120. Overtime			
0160. Unemployment Comp			
0170. Workmen's Comp			
TOTAL PERSONAL SERVICES	<u>213,078</u>	<u>119,000</u>	<u>332,078</u>
<b>CONTRACTUAL SERVICES</b>			
0210. Communications	3,000	3,600	6,600
0220. Light, Heat & Power			
0230. Water & Sewer			
0250. Garbage/Waste Removal			
0260. Repairs Bldg & Struct			
0270. Repairs & Serv Equip	400	300	700
0280. Transport of Persons	50	50	100
0290. Misc Contractual Svcs	6,000	10,000	16,000
TOTAL CONTRACTUAL SERVICES	<u>9,450</u>	<u>13,950</u>	<u>23,400</u>
<b>SUPPLIES &amp; MATERIALS</b>			
0300. Auto Energy Supp			
0320. Food Supplies			
0330. Heat Supp & Mat			
0340. Household Supp & Mat			
0350. Medical, Dental, Etc			
0360. Office Supp & Mat	3,105	3,825	6,930
0370. Clothing Allowance			
0390. Misc Supp & Mat	150	150	300
TOTAL SUPPLIES & MATERIALS	<u>3,255</u>	<u>3,975</u>	<u>7,230</u>
<b>CURRENT CHGS &amp; OBLIG</b>			
0450. Aid to Veterans			
0460. Equipment Lease/Purchase			
0470. Indemnification			
0490. Other Current Charges			
TOTAL CURRENT CHGS & OBLIG	<u>418</u>	<u>128</u>	<u>546</u>
<b>EQUIPMENT</b>			
0500. Automotive Equip			
0560. Office Furn & Equip			
0590. Misc Equipment			
TOTAL EQUIPMENT	<u>0</u>	<u>0</u>	<u>0</u>
<b>OTHER</b>			
0600. Special Appropriation			
0700. Struct & Improvements			
0800. Land & Non-Structural			
TOTAL OTHER	<u>0</u>	<u>0</u>	<u>0</u>
<b>GRAND TOTAL</b>			
	<u><b>226,201</b></u>	<u><b>137,053</b></u>	<u><b>363,254</b></u>

# PROGRAM 1. LEGAL

ALYSON R. HALEY, MANAGER

ACCOUNT # 011-140-0155-WC01

## PROGRAM MISSION

The Legal Program implements all procedures for the processing of workers' compensation claims and approved medical and related bills. It distributes workers' compensation information and statistics to City departments. The program also develops legal strategies to resolve workers' compensation cases in an appropriate manner.

- Processes an average of 6,000 medical invoices each year.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To provide effective legal representation at all proceedings at the Industrial Accident Board.	Industrial Accident Board appearances.	650.
2 To close appropriate cases through settlements.	Settlements.	50.
3 To ensure prompt processing of medical bills for accepted compensable cases.	Average days to process medical invoices.	35.
4 To upgrade staff knowledge of workers' compensation laws and procedures.	Training sessions.	4.
5 To upgrade City-wide understanding of workers' compensation laws and procedures.	City-wide training session.	1.
6 To file petitions for reimbursement from the Commonwealth's Second Injury Fund.	a Number of petitions filed. b Amount recovered.	60. \$250,000.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 1. LEGAL

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	175,435	197,018	135,136	213,078	77,942
0110. Emergency Employees	4,126	13,256			
0120. Overtime					
0160. Unemployment Comp	2,645				
0170. Workmen's Comp		1,812			
TOTAL PERSONAL SERVICES	182,206	212,087	135,136	213,078	77,942
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	2,780	2,345	2,600	3,000	400
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	59	385	400	400	
0280. Transport of Persons	20		100	50	-50
0290. Misc Contractual Svcs	3,390	2,290		6,000	6,000
TOTAL CONTRACTUAL SERVICES	6,249	5,021	3,100	9,450	6,350
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	3,182	2,510	1,000	3,105	2,105
0370. Clothing Allowance					
0390. Misc Supp & Mat			150	150	
TOTAL SUPPLIES & MATERIALS	3,182	2,510	1,150	3,255	2,105
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	3,020				
0490. Other Current Charges	730	1,365	1,100	418	-682
TOTAL CURRENT CHGS & OBLIG	3,750	1,365	1,100	418	-682
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		641			
0590. Misc Equipment	350				
TOTAL EQUIPMENT	350	641	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>195,737</b>	<b>221,624</b>	<b>140,486</b>	<b>226,201</b>	<b>85,715</b>

## **PROGRAM PERSONNEL**

## PROGRAM 1. LEGAL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	
WCMP AGENT	MM11	1.00	1.00	62,431				1.00	62,431
A CORP CNL	MM6	1.00	2.00	69,039				2.00	69,039
ADMIN ASST	R16	1.00	1.00	34,909				1.00	34,909
ADMIN SECY	R14		1.00	21,820				1.00	21,820
SR LEG AST	R14		1.00	21,820				1.00	21,820
<b>TOTAL</b>		<b>3.00</b>	<b>6.00</b>	<b>210,019</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>6.00</b>	<b>210,019</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	3,059
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>6.00</b> <b>213,078</b>

# PROGRAM 2. CLAIMS MANAGEMENT

ALYSON R. HALEY, MANAGER

ACCOUNT # 011-140-0155-WC02

## PROGRAM MISSION

The Claims Management Program examines all workers' compensation claims and determines whether the claims are accepted or denied. In addition, it works with City departments to manage and investigate open cases. The program reviews cases regularly, arranges independent medical exams, and encourages placement in "restricted work" positions.

- Compensation is available to all City employees (approximately 15,000) except uniformed Police and Fire employees which are covered separately.
- Case management system to process all active cases.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To increase City departments' cooperation with the workers' compensation process by requiring the prompt receipt of the first reports of injury (FRI).	a FRI's filed.  b FRI's received within 5 days of the date of injury.	2,500.  2,000.
2 To actively manage cases by assigning every case to a claims manager and reviewing cases regularly.	a Open cases.  b Reviews of open cases.	525.  6,500.
3 To reduce the ratio of claims per claims manager to ensure better management during implementation of case tracking management system.	Claims per manager.	80.
4 To work with individual City departments to create and fill positions to return employees from workers' compensation to employment.	Employees returning to work.	60.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. CLAIMS MANAGEMENT

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	97,069	96,840	136,988	101,415	-35,573
0110. Emergency Employees	10,443			17,585	17,585
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	107,512	96,840	136,988	119,000	-17,988
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	2,780	2,523	3,000	3,600	600
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip			300	300	
0280. Transport of Persons	23	96		50	50
0290. Misc Contractual Svcs	25,368	38,081	8,475	10,000	1,525
TOTAL CONTRACTUAL SERVICES	28,171	40,700	11,775	13,950	2,175
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	1,025	2,801	3,000	3,825	825
0370. Clothing Allowance					
0390. Misc Supp & Mat			150	150	
TOTAL SUPPLIES & MATERIALS	1,025	2,801	3,150	3,975	825
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	0	71	500	128	-372
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		180			
0590. Misc Equipment					
TOTAL EQUIPMENT	0	180	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>136,708</b>	<b>140,593</b>	<b>152,413</b>	<b>137,053</b>	<b>-15,360</b>

## **PROGRAM PERSONNEL**

### PROGRAM 2. CLAIMS MANAGEMENT

# **WORKERS' COMPENSATION SERVICE DIVISION**

## **M/WBE PROGRAM COMMITMENT - FY93**

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

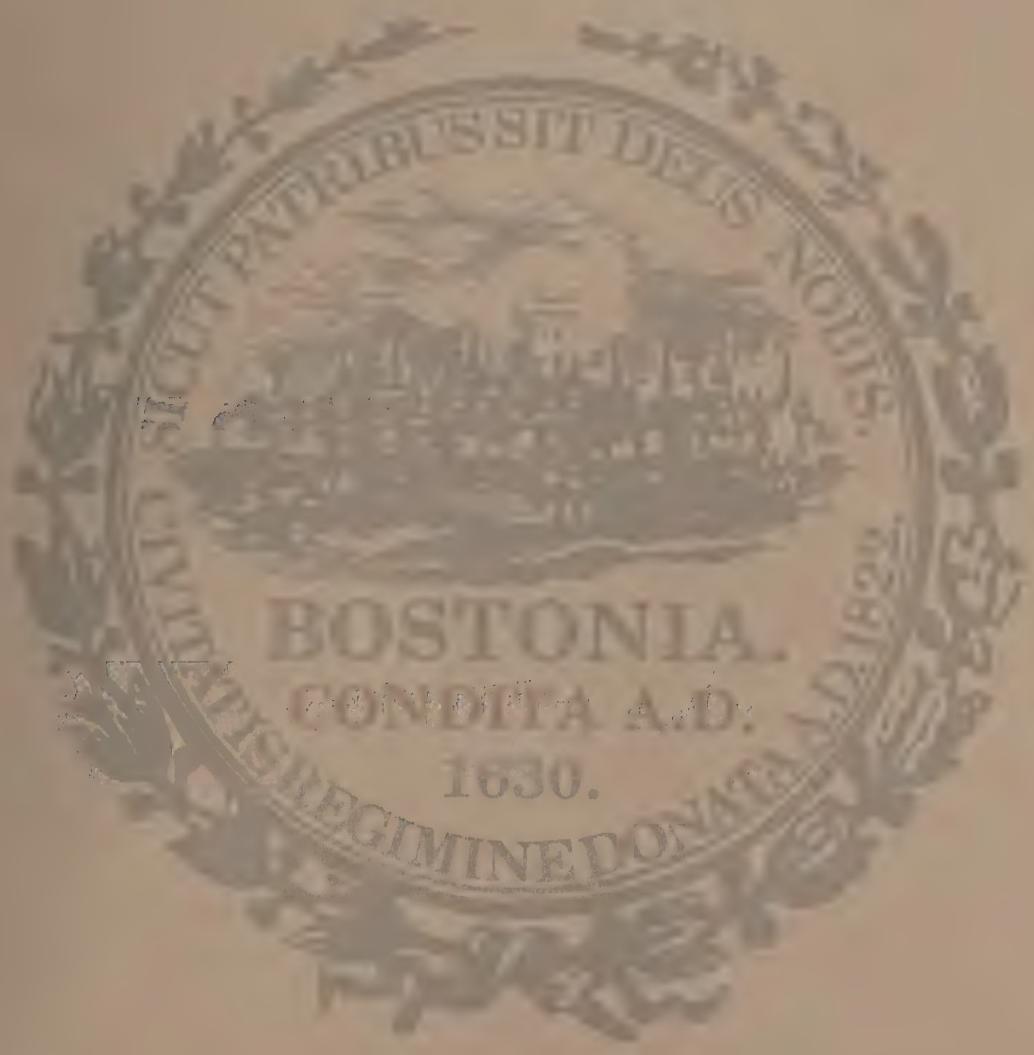
The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.

*Alexander F. Valley*

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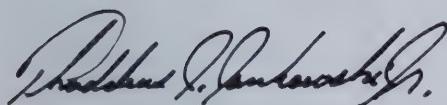
Agency Manager







# ASSESSING DEPARTMENT



THADDEUS J. JANKOWSKI JR., COMMISSIONER

ACCOUNT # 011-136-0136

## DEPARTMENT MISSION

The Assessing Department's mission is to determine the fair market value of all property in the City of Boston for the purpose of taxation, and to assess property taxes and administer motor vehicle excise taxes in a fair and efficient manner.

## DESCRIPTION OF SERVICES

The Assessing Department is responsible for the valuation and assessment of all real and personal property in the City of Boston for the purpose of taxation. Assessment records are reviewed annually to reflect new construction, fire damage, and changes in ownership. The Department conducts a revaluation program every three years. The Department also administers the motor vehicle excise tax. In addition, the Department conducts research on assessment practices and provides the necessary accounting control and other related clerical support to properly assess real and personal property. The Department maintains official maps, records of assessment and ownership, abatements and exemptions, and related property description data.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	38.0	\$1,558,890
2. VALUATION	53.0	\$2,278,740
3. ABATEMENT	20.0	\$792,370
<b>TOTAL DEPARTMENT</b>	<b>111.0</b>	<b>\$4,630,000</b>

## AUTHORIZING STATUTES/ORDINANCES

*Organizations*, CBC St. 6, s. 100-107; CBC Ord. 6, s. 100-104

*Taxation*, MGLA c. 59; MGLA c. 60A-B; MGLA c. 61A-B; MGLA c. 121A

*Abatement of Back Taxes*, MGLA c. 58, s. 8

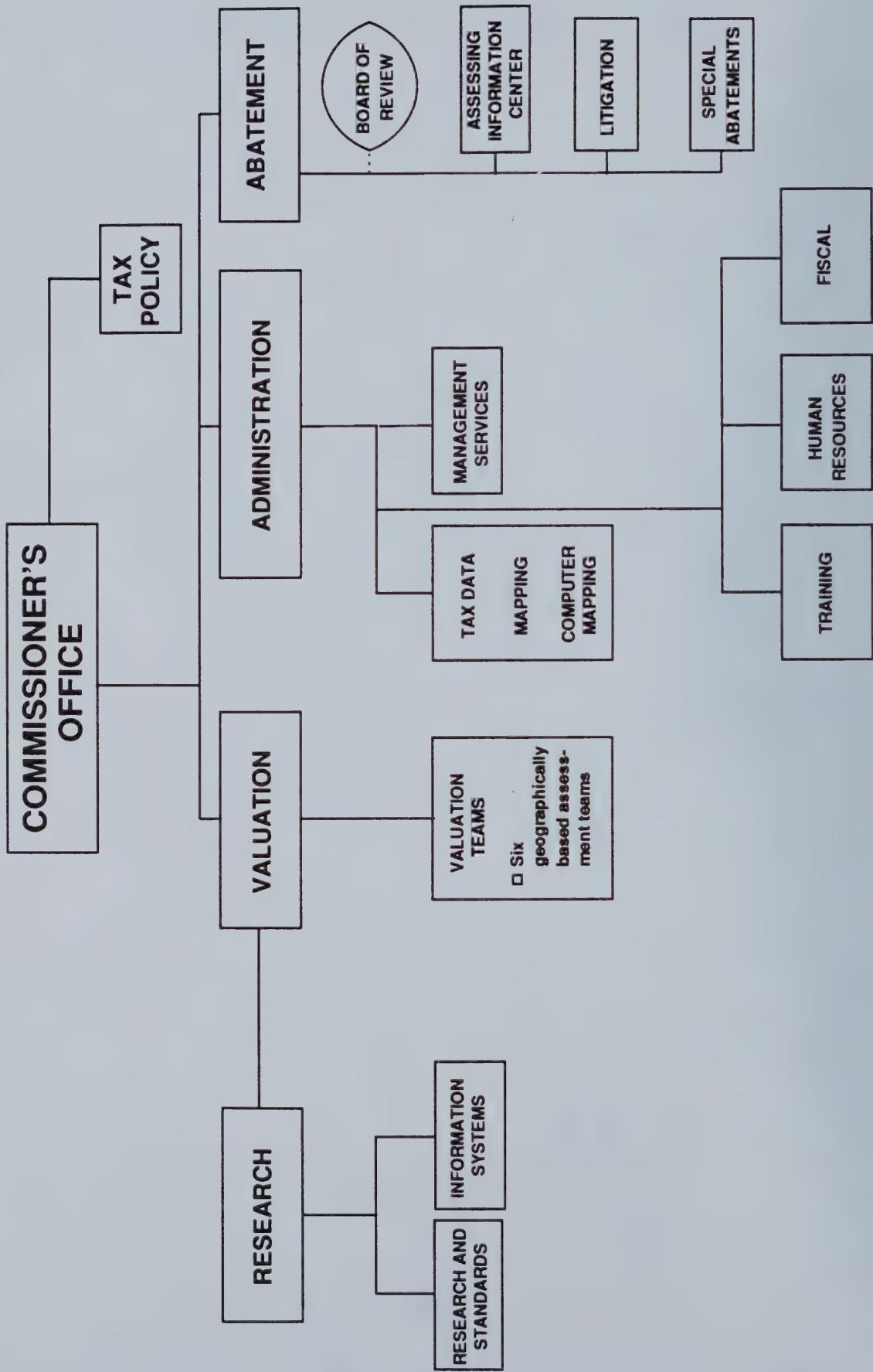
*Classification*, MGLA c. 59, s. 2A; MGLA c. 40, s. 56

*Annual Assessment*, MGLA c. 59, s. 23

*Proposition 2 1/2*, MGLA c. 59, s. 21C

*Cherry Sheets - State Aid*, MGLA c. 58, s. 18A-C, 25A; MGLA c. 29, s. 2 M-O, 67-71

# ASSESSING DEPARTMENT



## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	4,117,452	4,139,743	3,714,390	3,896,740	182,350
0110. Emergency Employees	29,845	45,597	29,320		-29,320
0120. Overtime	27,142	20,070	40,290	20,250	-20,040
0160. Unemployment Comp	58,619	34,324	140,000	6,500	-133,500
0170. Workmen's Comp	18,232	1,935	20,000	8,000	-12,000
TOTAL PERSONAL SERVICES	4,251,290	4,241,669	3,944,000	3,931,490	-12,510
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	98,344	70,855	79,000	69,000	-10,000
0220. Light, Heat & Power	9,069	11,668	15,000	25,000	10,000
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	90,023	32,656	42,300	46,600	4,300
0280. Transport of Persons	2,028	1,477	3,000	1,900	-1,100
0290. Misc Contractual Svcs	695,685	262,365	288,100	122,600	-165,500
TOTAL CONTRACTUAL SERVICES	895,149	379,021	427,400	265,100	-162,300
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp	3,052	4,832	4,000	4,000	
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	63,347	61,926	53,000	47,500	-5,500
0370. Clothing Allowance					
0390. Misc Supp & Mat	18,602	8,324	7,500	5,500	-2,000
TOTAL SUPPLIES & MATERIALS	85,001	75,082	64,500	57,000	-7,500
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	75,585	11,338			
0490. Other Current Charges	479,810	407,671	407,100	371,410	-35,690
TOTAL CURRENT CHGS & OBLIG	555,395	419,009	407,100	371,410	-35,690
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	372,981	96,356	7,000	5,000	-7,000
TOTAL EQUIPMENT	372,981	96,356	7,000	5,000	-2,000
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>6,159,816</b>	<b>5,211,137</b>	<b>4,850,000</b>	<b>4,630,000</b>	<b>-220,000</b>

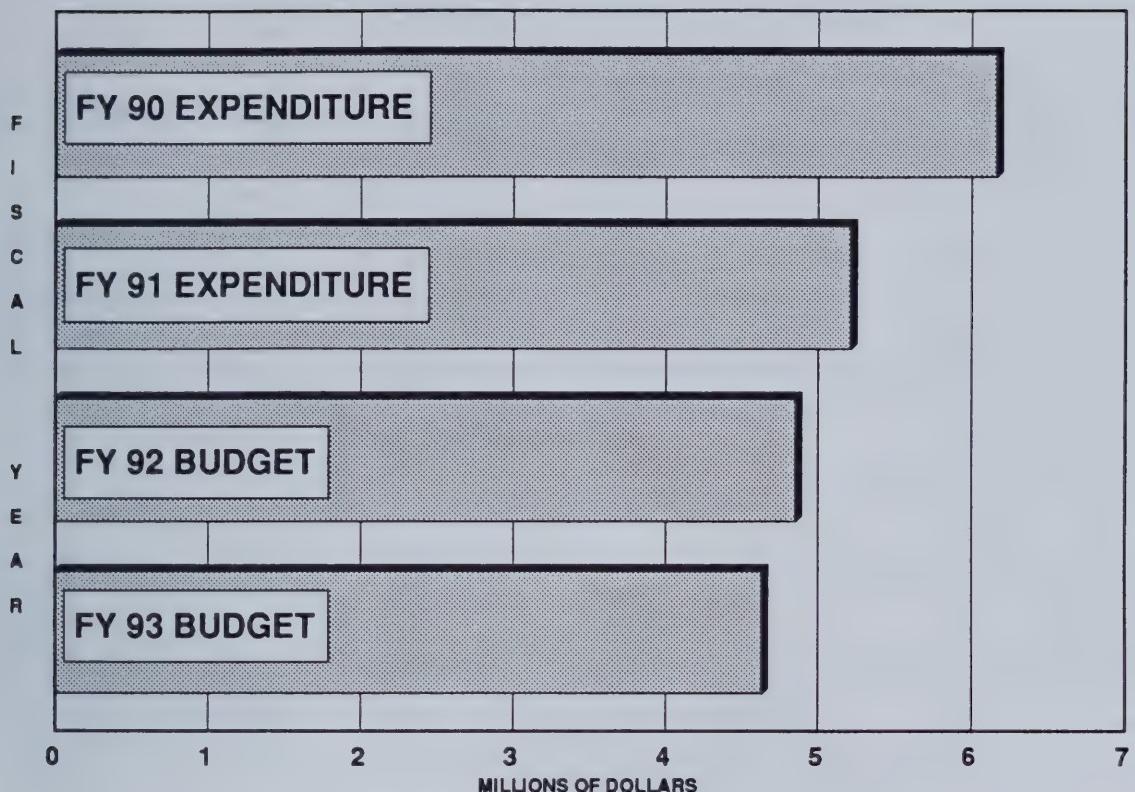
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
COMMISSNER		1.00	1.00	65,000					1.00	65,000
MBR REV BD		1.00	1.00	44,500					1.00	44,500
E AST(ASN)	MM12	2.00	2.00	119,220					2.00	119,220
E AST(ASN)	MM10	1.00	1.00	59,980					1.00	59,980
EX AST	MM10	1.00	1.00	60,430					1.00	60,430
PR DP SA	MM10	1.00	1.00	60,430					1.00	60,430
A CP CNS 4	MM9	1.00	1.00	55,790					1.00	55,790
DR ASN P M	MM8	1.00	1.00	51,880					1.00	51,880
PR ADM AST	MM8	10.00	11.00	542,180					11.00	542,180
SR DP SA	MM8	1.00	1.00	51,880					1.00	51,880
A CP CNS 2	MM7	1.00	1.00	41,510					1.00	41,510
DP INF MGR	MM6	1.00	2.00	75,660					2.00	75,660
DP SYS AN	MM6	4.00	4.00	167,350					4.00	167,350
SR AD ANL	MM6	1.00	2.00	74,480					2.00	74,480
A AST(ASN)	MM5	7.00	6.00	232,020					6.00	232,020
EDP I/O SP	MM4	1.00	1.00	35,800					1.00	35,800
ADMIN SECY	MM3	2.00	2.00	64,410					2.00	64,410
S AST ASSR	R18	5.00	6.00	224,380					6.00	224,380
S RE ANASN	R18	5.00	4.00	146,390					4.00	146,390
SR ASSG DM	R18	1.00	1.00	40,200					1.00	40,200
ASST ASSES	R16	9.00	12.00	386,920			9.00	240,300	21.00	627,220
J ASSESS D	R16	3.00	3.00	96,860			1.00	27,590	4.00	124,450
ADMIN ASST	R15	4.00	4.00	121,030					4.00	121,030
A AS(TRII)	R14	9.00	11.00	255,440	9.00	211,800			2.00	43,640
ADMIN ANL	R14	6.00	8.00	213,750	3.00	73,840			5.00	139,910
ADMIN SECY	R14	5.00	5.00	138,340					5.00	138,340
HD ADM CLK	R13	1.00	1.00	23,510					1.00	23,510
SR COMP OP	R13	2.00	2.00	48,690					2.00	48,690
TITLE EXAM	R13	5.00	7.00	184,690	2.00	52,040			5.00	132,650
HD CLK SEC	R12	2.00	11.00	247,870					11.00	247,870
HEAD CLERK	R11	9.00								
CTX TS OPR	R8	1.00	1.00	21,800	1.00	21,800				
PR OFF ASN	R8	2.00	2.00	40,300					2.00	40,300
DAT ENT OP	R6	1.00	1.00	20,160					1.00	20,160
<b>TOTAL</b>		<b>107.00</b>	<b>118.00</b>	<b>4,012,850</b>	<b>15.00</b>	<b>359,480</b>	<b>10.00</b>	<b>267,890</b>	<b>113.00</b>	<b>3,921,260</b>

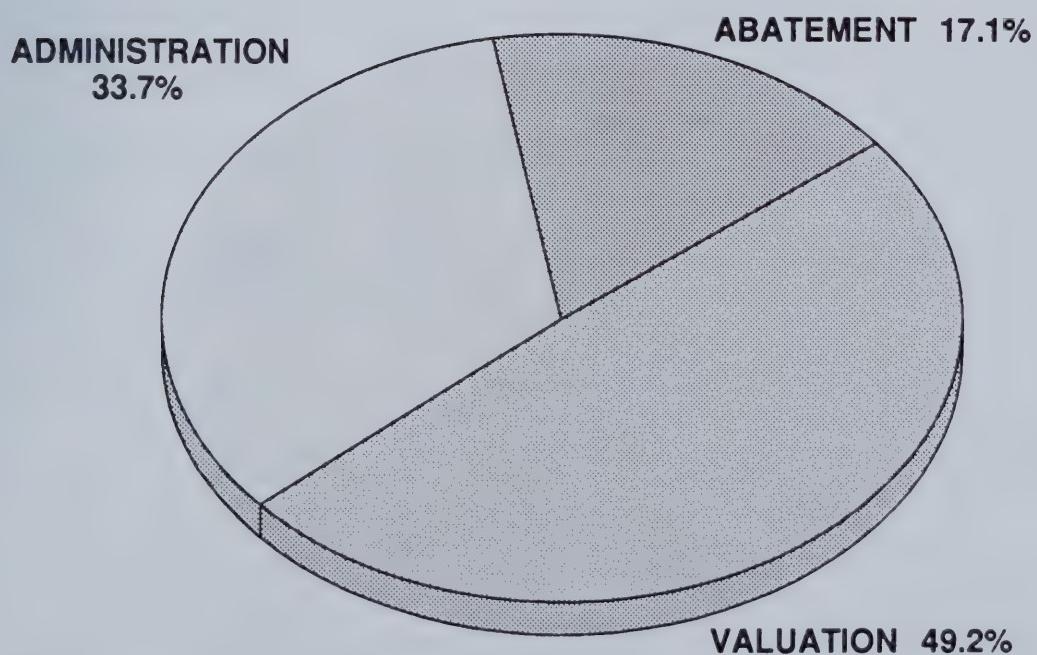
**PLUS:** DIFFERENTIAL PAYMENTS 0  
 COLLECTIVE BARGAINING 0  
 OTHER 40,750  
**MINUS:** SALARY SAVINGS 2.00 65,270  
 FY 93 TOTAL REQUEST 111.00 3,896,740

Total Working January 1, 1991: 132.0

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 VALUATION	PROGRAM 3 ABATEMENT	TOTAL
<b>PERSONAL SERVICES</b>				
0100. Permanent Employees	1,408,180	1,760,470	728,090	3,896,740
0110. Emergency Employees				
0120. Overtime		20,250		20,250
0160. Unemployment Comp		6,500		6,500
0170. Workmen's Comp		8,000		8,000
TOTAL PERSONAL SERVICES	1,408,180	1,795,220	728,090	3,931,490
<b>CONTRACTUAL SERVICES</b>				
0210. Communications	22,260	43,560	3,180	69,000
0220. Light, Heat & Power		25,000		25,000
0230. Water & Sewer				
0250. Garbage/Waste Removal				
0260. Repairs Bldg & Struct				
0270. Repairs & Serv Equip	17,850	28,750		46,600
0280. Transport of Persons	1,900			1,900
0290. Misc Contractual Svcs	61,000	6,000	55,600	122,600
TOTAL CONTRACTUAL SERVICES	103,010	103,310	58,780	265,100
<b>SUPPLIES &amp; MATERIALS</b>				
0300. Auto Energy Supp		4,000		4,000
0320. Food Supplies				
0330. Heat Supp & Mat				
0340. Household Supp & Mat				
0350. Medical, Dental, Etc				
0360. Office Supp & Mat	34,450	13,050		47,500
0370. Clothing Allowance				
0390. Misc Supp & Mat	2,000	3,500		5,500
TOTAL SUPPLIES & MATERIALS	36,450	20,550	0	57,000
<b>CURRENT CHGS &amp; OBLIG</b>				
0450. Aid to Veterans				
0460. Equipment Lease/Purchase				
0470. Indemnification				
0490. Other Current Charges	11,250	354,660	5,500	371,410
TOTAL CURRENT CHGS & OBLIG	11,250	354,660	5,500	371,410
<b>EQUIPMENT</b>				
0500. Automotive Equip				
0560. Office Furn & Equip		5,000		5,000
0590. Misc Equipment				
TOTAL EQUIPMENT	0	5,000	0	5,000
<b>OTHER</b>				
0600. Special Appropriation				
0700. Struct & Improvements				
0800. Land & Non-Structural				
TOTAL OTHER	0	0	0	0
<b>GRAND TOTAL</b>				
	1,558,890	2,278,740	792,370	4,630,000

# PROGRAM 1. ADMINISTRATION

MARTIN LYDON, MANAGER

ACCOUNT # 011-136-0136-AS01

## PROGRAM MISSION

The Administration Program provides administrative, fiscal, human resource, and other support services to all operating units within the Department. It also provides management and technical support for fleet administration, facilities and office management, office equipment operation, and computerization.

- Annually updates approximately 18,000 property changes recorded at the Suffolk County Registry of Deeds onto Department's ownership history file.
- Provides a minimum of 90 job-related training opportunities for 15 assessors, 25 managers, and 50 technical and clerical staff to learn and develop their work skills.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To complete full automation of the mapping system to allow City departments to universally identify property.	a Percent of updates added to new digitized parcel maps.  b Percent of existing half-sized maps replaced with new digitized parcel maps.	100%.
2 To update the legal ownership of all properties that have been transferred in the previous year.	Transaction records updated for FY94 tax bills.	17,000.
3 To maintain public outreach and response to taxpayer inquiries.	a Percent of preliminary responses made within 72 hrs.  b Percent of formal resolutions processed within 60 days.	75%.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,932,912	1,932,435	1,693,470	1,408,180	-285,290
0110. Emergency Employees	14,464	22,799	18,040		-18,040
0120. Overtime	3,661	127	14,050		-14,050
0160. Unemployment Comp	58,619	34,324	60,000		-60,000
0170. Workmen's Comp		1,935			
TOTAL PERSONAL SERVICES	2,009,656	1,991,620	1,785,560	1,408,180	-377,380
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	28,550	23,901	30,000	22,260	-7,740
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	9,603	5,732	15,750	17,850	2,100
0280. Transport of Persons	2,028	1,477	3,000	1,900	-1,100
0290. Misc Contractual Svcs	231,447	187,420	179,800	61,000	-118,800
TOTAL CONTRACTUAL SERVICES	271,628	218,530	228,550	103,010	-125,540
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	45,388	35,774	21,440	34,450	13,010
0370. Clothing Allowance					
0390. Misc Supp & Mat	3,867	2,019	2,500	2,000	-500
TOTAL SUPPLIES & MATERIALS	49,255	37,793	23,940	36,450	12,510
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	23,993	20,332	20,750	11,250	-9,500
TOTAL CURRENT CHGS & OBLIG	23,993	20,332	20,750	11,250	-9,500
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	6,072	15	0	0	0
TOTAL EQUIPMENT	6,072	15	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>2,360,604</b>	<b>2,268,290</b>	<b>2,058,800</b>	<b>1,558,890</b>	<b>-499,910</b>

## **PROGRAM PERSONNEL**

### PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY83 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
COMMISSNER		1.00	1.00	65,000					1.00	65,000
E AST(ASN)	MM10	1.00	1.00	59,980					1.00	59,980
DR ASN P M	MM8	1.00	1.00	51,880					1.00	51,880
PR ADM AST	MM8	6.00	6.00	288,660					6.00	288,660
DP INF MGR	MM6	1.00	2.00	75,660					2.00	75,660
DP SYS AN	MM6	1.00	1.00	43,040					1.00	43,040
SR AD ANL	MM6	1.00	2.00	74,480					2.00	74,480
A AST(ASN)	MM5	3.00	2.00	74,340					2.00	74,340
EDP I/O SP	MM4	1.00	1.00	35,800					1.00	35,800
ADMIN SECY	MM3	1.00	1.00	32,460					1.00	32,460
S RE ANASN	R18	2.00	2.00	71,000					2.00	71,000
SR ASSG DM	R18	1.00	1.00	40,200					1.00	40,200
J ASSESS D	R16	3.00	3.00	96,860			1.00	27,590	4.00	124,450
ADMIN ASST	R15	2.00	2.00	60,060					2.00	60,060
ADMIN ANL	R14	1.00	1.00	27,240					1.00	27,240
ADMIN SECY	R14	1.00	1.00	28,690					1.00	28,690
HD ADM CLK	R13	1.00	1.00	23,510					1.00	23,510
SR COMP OP	R13	1.00	1.00	25,110					1.00	25,110
TITLE EXAM	R13	5.00	7.00	184,690	2.00	52,040			5.00	132,650
HD CLK SEC	R12	1.00	1.00	23,580					1.00	23,580
PR OFF ASN	R8	2.00	2.00	40,300					2.00	40,300
DAT ENT OP	R6	1.00	1.00	20,160					1.00	20,160
<b>TOTAL</b>		<b>38.00</b>	<b>41.00</b>	<b>1,442,700</b>	<b>2.00</b>	<b>52,040</b>	<b>1.00</b>	<b>27,590</b>	<b>40.00</b>	<b>1,418,250</b>
 <b>PLUS:</b> DIFFERENTIAL PAYMENTS 0										
COLLECTIVE BARGAINING 0										
OTHER 16,050										
<b>MINUS:</b> SALARY SAVINGS 2.00 26,120										
FY 93 TOTAL REQUEST <b>38.00</b> <b>1,408,180</b>										

# PROGRAM 2. VALUATION

MARGARET O'SULLIVAN, MANAGER

ACCOUNT # 011-136-0136-AS02

## PROGRAM MISSION

The Valuation Program determines and records the full and fair cash value of all real and personal property in the City of Boston as of January 1, of each year.

- Field inspects 17,393 real and 4,779 personal property parcels prior to September.
- Analyzes and cross-references approximately 3,000 Personal Property Forms of List.
- Mails a "Sales Verification" questionnaire to half of the estimated 8,000 calendar 1991 new property owners; analyzes the two-thirds that will be returned.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To appraise all real and personal property in Boston and to meet mandated requirements of property valuation for FY93.	a Parcels committed to Collector's office.  b Personal property accounts committed to Collector's office.	127,000.  10,000.
2 To conduct FY94 valuation maintenance cycle from 10/92 to 4/93 for certification of property values by 1st quarter tax bill.	a Parcels cycled.  b Sales verification forms analyzed to determine market trends by 4/93.  c New taxable parcels identified and valued by 4/93.	16,000.  2,600.  600.
3 To maintain property assessment accuracy.	Accuracy rate of data quality and assessment.	95%.
4 To increase PILOT payments (Payment-In-Lieu-Of-Taxes) from agreements with tax exempt institutions.	a Pct. increase in PILOT revenues.  b Number of new agreements.	5%.  2.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 2. VALUATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,837,289	1,837,944	1,711,100	1,760,470	49,370
0110. Emergency Employees	13,406	13,811	11,280		-11,280
0120. Overtime	23,481	19,782	26,240	20,250	-5,990
0160. Unemployment Comp			80,000	6,500	-73,500
0170. Workmen's Comp	18,232		20,000	8,000	-12,000
TOTAL PERSONAL SERVICES	1,892,408	1,871,537	1,848,620	1,795,220	-53,400
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	65,164	39,840	45,000	43,560	-1,440
0220. Light, Heat & Power	9,069	11,668	15,000	25,000	10,000
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	80,420	26,924	26,550	28,750	2,200
0280. Transport of Persons					
0290. Misc Contractual Svcs	419,156	35,842	12,700	6,000	-6,700
TOTAL CONTRACTUAL SERVICES	573,809	114,274	99,250	103,310	4,060
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp	3,052	4,832	4,000	4,000	
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	17,959	25,953	26,560	13,050	-13,510
0370. Clothing Allowance					
0390. Misc Supp & Mat	14,735	6,305	5,000	3,500	-1,500
TOTAL SUPPLIES & MATERIALS	35,746	37,090	35,560	20,550	-15,010
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	75,585	11,338			
0490. Other Current Charges	451,477	383,218	381,850	354,660	-27,190
TOTAL CURRENT CHGS & OBLIG	527,062	394,556	381,850	354,660	-27,190
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip				5,000	5,000
0590. Misc Equipment	366,909	96,341	7,000		-7,000
TOTAL EQUIPMENT	366,909	96,341	7,000	5,000	-2,000
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>					
	<b>3,395,934</b>	<b>2,513,798</b>	<b>2,372,280</b>	<b>2,278,740</b>	<b>-93,540</b>

## PROGRAM PERSONNEL

### PROGRAM 2. VALUATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
E AST(ASN)	MM12	2.00	2.00	119,220					2.00	119,220
PR DP SA	MM10	1.00	1.00	60,430					1.00	60,430
PR ADM AST	MM8	2.00	3.00	149,760					3.00	149,760
SR DP SA	MM8	1.00	1.00	51,880					1.00	51,880
DP SYS AN	MM6	3.00	3.00	124,310					3.00	124,310
A AST(ASN)	MM5	1.00	1.00	39,420					1.00	39,420
ADMIN SECY	MM3	1.00	1.00	31,950					1.00	31,950
S AST ASSR	R18	5.00	6.00	224,380					6.00	224,380
S RE ANASN	R18	3.00	2.00	75,390					2.00	75,390
ASST ASSES	R16	9.00	12.00	386,920			9.00	240,300	21.00	627,220
A AS(TRII)	R14	9.00	11.00	255,440	9.00	211,800			2.00	43,640
ADMIN SECY	R14	1.00	1.00	23,580					1.00	23,580
SR COMP OP	R13	1.00	1.00	23,580					1.00	23,580
HD CLK SEC	R12		8.00	179,560					8.00	179,560
HEAD CLERK	R11		8.00							
CTX TS OPR	R8		1.00	21,800	1.00	21,800			53.00	1,774,320
<b>TOTAL</b>			<b>48.00</b>	<b>54.00</b>	<b>1,767,620</b>	<b>10.00</b>	<b>233,600</b>	<b>9.00</b>	<b>240,300</b>	<b>53.00</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		15,300
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>53.00</b>
		<b>1,760,470</b>

# **PROGRAM 3. ABATEMENT**

JOHN D. MOORE, MANAGER

ACCOUNT # 011-136-0136-AS03

## **PROGRAM MISSION**

The Abatement Program reviews all abatement and exemption applications for consistency with state laws and fair market standards. It defends assessed valuations at the State Appellate Tax Board and administers motor vehicle excise taxes and abatements. It also handles the initial processing of all applications for any abatement issued by the Department.

- 10,000 abatement applications filed annually.
- Approximately 200 special abatement cases filed annually.
- Provides Collecting Division with motor vehicle excise tax tape for purpose of sending excise tax bills to correct addresses; 6 to 8 mailings per year totalling approximately 350,000 bills.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To resolve assessment valuation and exemption based disputes in a timely manner.	Percent of abatements resolved within 3 months.	25%.
2 To maintain the MGLA c. 58, s. 8 requests at desired caseload level.	Average MGLA c. 58, s. 8 case load.	80.
3 To maintain automated clause exemption file.	Clause exemption files updated.	8,000.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 3. ABATEMENT

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	347,251	369,364	309,820	728,090	418,270
0110. Emergency Employees	1,975	8,987			
0120. Overtime		161			
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	349,226	378,512	309,820	728,090	418,270
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	4,630	7,114	4,000	3,180	-820
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs	45,082	39,103	95,600	55,600	-40,000
TOTAL CONTRACTUAL SERVICES	49,712	46,217	99,600	58,780	-40,820
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat		199	5,000		-5,000
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	0	199	5,000	0	-5,000
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	4,340	4,121	4,500	5,500	1,000
TOTAL CURRENT CHGS & OBLIG	4,340	4,121	4,500	5,500	1,000
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>403,278</b>	<b>429,049</b>	<b>418,920</b>	<b>792,370</b>	<b>373,450</b>

## **PROGRAM PERSONNEL**

### PROGRAM 3. ABATEMENT

# **ASSESSING DEPARTMENT**

## **M/WBE PROGRAM COMMITMENT - FY93**

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

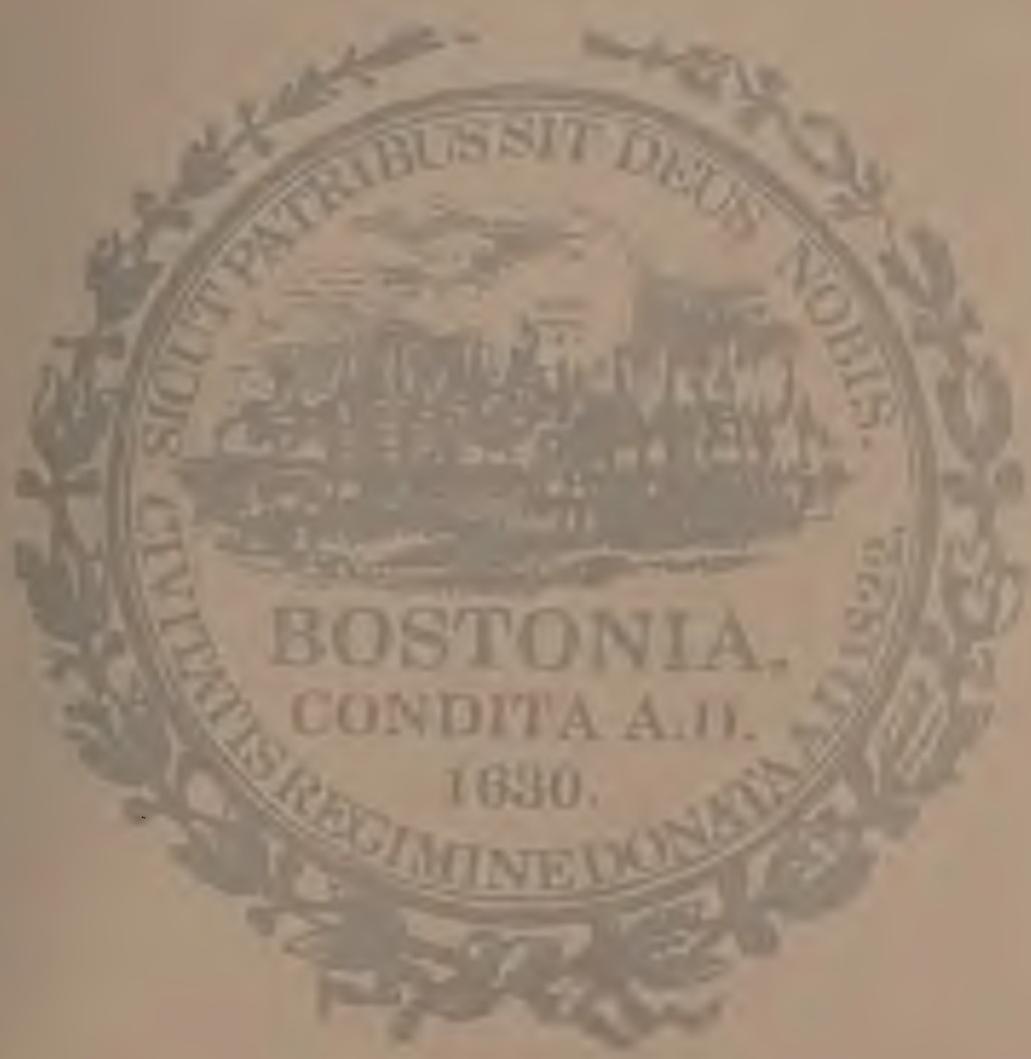
Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



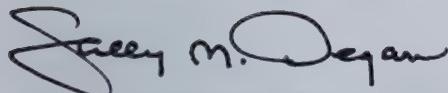
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Agency Manager





# AUDITING DEPARTMENT



SALLY M. DEGAN, CITY AUDITOR

ACCOUNT # 011-131-0131

## DEPARTMENT MISSION

The Auditing Department provides the controllership and audit functions for the City and its departments and agencies. The Department implements fiscal controls over departmental spending, prepares detailed departmental expenditure reports, prepares the City's annual financial statements, and conducts on-site internal audits and reviews of departments and agencies. The Department also is responsible for the development of a technically skilled, proficient, and professional management team.

## DESCRIPTION OF SERVICES

The Auditing Department has four broad areas of responsibility: (1) controllership functions (accounting and fiscal records maintenance); (2) accounts payable and payroll processing; (3) financial management of grant receipts; and (4) administration of internal and external financial and compliance audit requirements. The Auditing Department serves as the accounting and fiscal records manager for the City. The Department is responsible for generating timely and accurate internal management reports for use by other City fiscal agencies. In addition, the City Auditor's staff manages the reconciliation of all ledgers maintained within the City's accounting system. These ledgers include accounts payable, payroll, expenditure, appropriation, encumbrance, and the general ledgers.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	7.0	\$246,541
2. ACCOUNTING/FINANCIAL REPORTING	8.0	\$319,058
3. PAYROLL	4.25	\$144,607
4. INTERNAL AUDIT	1.0	\$57,038
5. GRANTS MONITORING	2.0	\$94,495
6. ACCOUNTS PAYABLE	15.75	\$455,911
<b>TOTAL DEPARTMENT</b>	<b>38.0</b>	<b>\$1,317,650</b>

## AUTHORIZING STATUTES/ORDINANCES

*Annual Audit*, 31 USC 7502; MGLA c. 41, s. 50, 53; MGLA c. 44, s. 40, 53D; MGLA c. 60, s. 97; Ch. 190, s. 14, Acts of 1982; CBC Ord. 6, s. 5

*Annual Appropriation*, MGLA c. 41, s. 57-58; Ch. 701, s. 3, 7-9, Acts of 1986; Ch. 190, s. 18, Acts of 1982; CBC St. 6, s. 252; CBC Ord. 6, s. 10

*Execution of Contracts*, MGLA c. 40, s. 4G; MGLA c. 41, s. 17; CBC St. 4, s. 7-8; CBC Ord. 5, s. 120

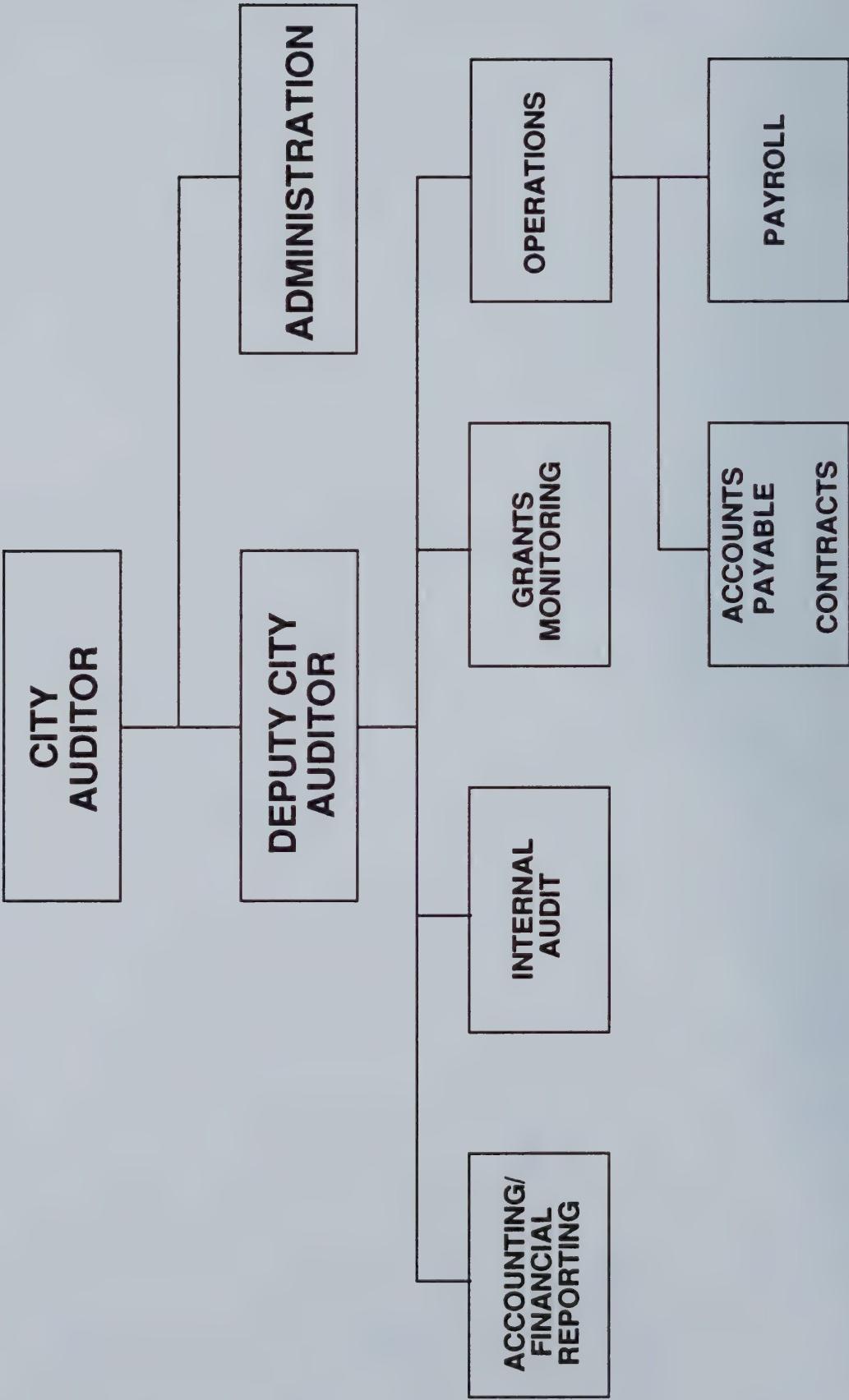
*Payment of Bills*, MGLA c. 41, s. 51, 56; CBC Ord. 5, s. 119; CBC Ord. 6, s. 4-6; CBC Ord. 11, s. 178

*Payment of Payrolls*, MGLA c. 41, s. 56; Ch. 190, s. 18, Acts of 1982; CBC Ord. 5, s. 121; CBC Ord. 6, s. 3

*Debt Service*, Ch. 190, s. 4, 8, Acts of 1982; MGLA c. 41, s. 57; CBC St. 6, s. 254-255; CBC Ord. 6, s. 1-2

*Financial Accounting and Reporting*, 31 USC 7502; MGLA c. 41, s. 54, 57-58, 61; MGLA c. 44, s. 43; CBC St. 6, s. 2-3; CBC Ord. 5, s. 126; CBC Ord. 6, s. 7-8

# AUDITING DEPARTMENT



## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,084,959	1,275,742	1,240,464	1,217,596	-22,868
0110. Emergency Employees		9,644	6,000	6,000	
0120. Overtime	12,943	11,330	18,561	13,559	-5,002
0160. Unemployment Comp	8,375	16,837	33,800	4,000	-29,800
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	1,106,277	1,313,553	1,298,825	1,241,155	-57,670
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	16,599	14,214	17,000	17,000	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	7,327	7,399	7,600	7,600	
0280. Transport of Persons	595	686	3,600	1,300	-2,300
0290. Misc Contractual Svcs	35,164	34,531	40,800	35,400	-5,400
TOTAL CONTRACTUAL SERVICES	59,685	56,830	69,000	61,300	-7,700
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	9,257	9,461	10,200	8,220	-1,980
0370. Clothing Allowance					
0390. Misc Supp & Mat	1,567	1,398	1,000	1,000	
TOTAL SUPPLIES & MATERIALS	10,824	10,859	11,200	9,220	-1,980
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	695	31,510			
0490. Other Current Charges	7,499	5,537	6,700	4,700	-2,000
TOTAL CURRENT CHGS & OBLIG	8,194	37,047	6,700	4,700	-2,000
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	3,462	1,413	1,275	1,275	
0590. Misc Equipment	192	86			
TOTAL EQUIPMENT	3,654	1,499	1,275	1,275	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>1,188,634</b>	<b>1,419,788</b>	<b>1,387,000</b>	<b>1,317,650</b>	<b>-69,350</b>

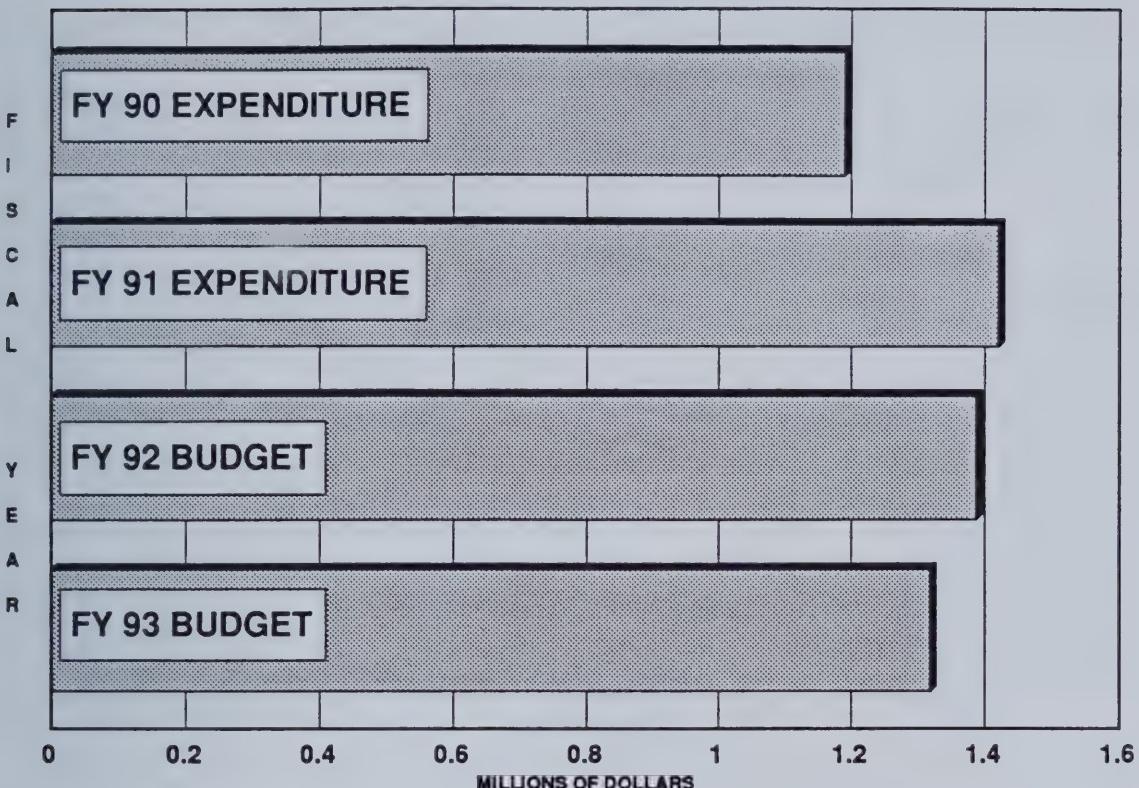
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
CT AUDITOR		1.00	1.00	67,500					1.00	67,500
DP CTY AUD	MM11		1.00	64,200					1.00	64,200
AS CTY AUD	MM9	3.00	3.00	163,409					3.00	163,409
PR ADM AST	MM8	1.00	1.00	46,877					1.00	46,877
SR D P S A	MM8	1.00	1.00	47,036					1.00	47,036
SR AD ASST	MM7	1.00	1.00	47,389					1.00	47,389
SADANSPS	MM6	2.50	2.50	107,605					2.50	107,605
SR AD ANL	MM6	2.50	2.50	106,065					2.50	106,065
SUPV PAYRL	MM6	1.00	1.00	43,042					1.00	43,042
S PER OFF	MM5	1.00	1.00	39,418					1.00	39,418
SUPV ACCTG	MM5	2.00	2.00	75,159					2.00	75,159
AST PR ACT	MM3	1.00	1.00	28,567					1.00	28,567
SR RES ANL	MM3	2.00	2.00	60,043					2.00	60,043
PR ACCTNT	R16		1.00	35,043					1.00	35,043
ADMIN SECY	R14	1.00	1.00	25,259					1.00	25,259
AS PR ACT	R14	5.00	5.00	135,718					5.00	135,718
SR ACCTNT	R13	6.00	6.00	143,417					6.00	143,417
HD ACT CLK	R11	6.00	6.00	133,824					6.00	133,824
<b>TOTAL</b>		<b>37.00</b>	<b>39.00</b>	<b>1,369,571</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>39.00</b>	<b>1,369,571</b>

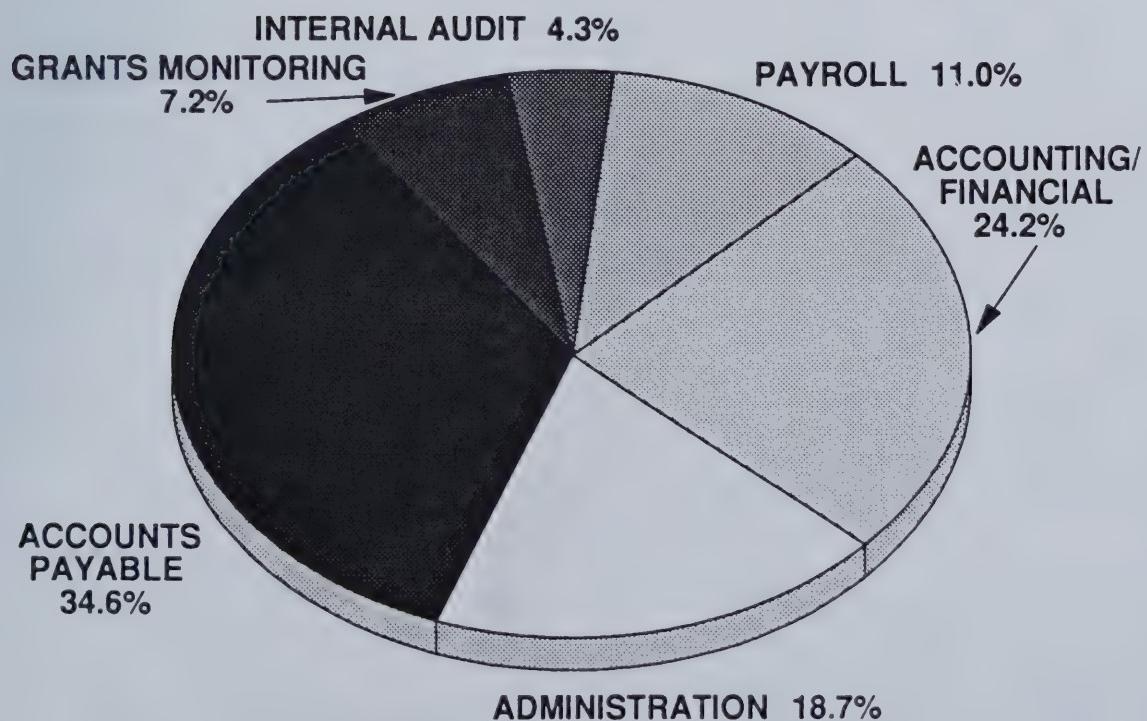
<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		11,075
<b>MINUS:</b>	SALARY SAVINGS	1.00
	FY 93 TOTAL REQUEST	<b>38.00</b>
		<b>1,217,596</b>

**Total Working January 1, 1991:** **47.0**

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 ACCT/FIN RPT	PROGRAM 3 PAYROLL	PROGRAM 4 INT CONTROL
<b>PERSONAL SERVICES</b>				
0100. Permanent Employees	230,274	300,331	136,099	50,258
0110. Emergency Employees				
0120. Overtime	2,808	3,976	907	
0160. Unemployment Comp		2,750		
0170. Workmen's Comp				
TOTAL PERSONAL SERVICES	233,082	307,057	137,006	50,258
<b>CONTRACTUAL SERVICES</b>				
0210. Communications	4,809	3,826	2,171	850
0220. Light, Heat & Power				
0230. Water & Sewer				
0250. Garbage/Waste Removal				
0260. Repairs Bldg & Struct				
0270. Repairs & Serv Equip	1,600	1,600	800	400
0280. Transport of Persons	500	200		200
0290. Misc Contractual Svcs	2,000	3,000	3,500	4,500
TOTAL CONTRACTUAL SERVICES	8,909	8,626	6,471	5,950
<b>SUPPLIES &amp; MATERIALS</b>				
0300. Auto Energy Supp				
0320. Food Supplies				
0330. Heat Supp & Mat				
0340. Household Supp & Mat				
0350. Medical, Dental, Etc				
0360. Office Supp & Mat	1,980	1,600	800	480
0370. Clothing Allowance				
0390. Misc Supp & Mat	325	475		
TOTAL SUPPLIES & MATERIALS	2,305	2,075	800	480
<b>CURRENT CHGS &amp; OBLIG</b>				
0450. Aid to Veterans				
0460. Equipment Lease/Purchase				
0470. Indemnification				
0490. Other Current Charges	2,170	1,050	130	350
TOTAL CURRENT CHGS & OBLIG	2,170	1,050	130	350
<b>EQUIPMENT</b>				
0500. Automotive Equip				
0560. Office Furn & Equip	75	250	200	
0590. Misc Equipment				
TOTAL EQUIPMENT	75	250	200	0
<b>OTHER</b>				
0600. Special Appropriation				
0700. Struct & Improvements				
0800. Land & Non-Structural				
TOTAL OTHER	0	0	0	0
<b>GRAND TOTAL</b>	<b>246,541</b>	<b>319,058</b>	<b>144,607</b>	<b>57,038</b>

## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 5 GRANTS MONT	PROGRAM 6 ACCTS PAY	TOTAL
<b>PERSONAL SERVICES</b>			
0100. Permanent Employees	84,368	416,266	1,217,596
0110. Emergency Employees		6,000	6,000
0120. Overtime	1,794	4,074	13,559
0160. Unemployment Comp		1,250	4,000
0170. Workmen's Comp			
TOTAL PERSONAL SERVICES	86,162	427,590	1,241,155
<b>CONTRACTUAL SERVICES</b>			
0210. Communications	1,503	3,841	17,000
0220. Light, Heat & Power			
0230. Water & Sewer			
0250. Garbage/Waste Removal			
0260. Repairs Bldg & Struct			
0270. Repairs & Serv Equip	400	2,800	7,600
0280. Transport of Persons	200	200	1,300
0290. Misc Contractual Svcs	5,000	17,400	35,400
TOTAL CONTRACTUAL SERVICES	7,103	24,241	61,300
<b>SUPPLIES &amp; MATERIALS</b>			
0300. Auto Energy Supp			
0320. Food Supplies			
0330. Heat Supp & Mat			
0340. Household Supp & Mat			
0350. Medical, Dental, Etc			
0360. Office Supp & Mat	480	2,880	8,220
0370. Clothing Allowance			
0390. Misc Supp & Mat		200	1,000
TOTAL SUPPLIES & MATERIALS	480	3,080	9,220
<b>CURRENT CHGS &amp; OBLIG</b>			
0450. Aid to Veterans			
0460. Equipment Lease/Purchase			
0470. Indemnification			
0490. Other Current Charges	500	500	4,700
TOTAL CURRENT CHGS & OBLIG	500	500	4,700
<b>EQUIPMENT</b>			
0500. Automotive Equip			
0560. Office Furn & Equip	250	500	1,275
0590. Misc Equipment			
TOTAL EQUIPMENT	250	500	1,275
<b>OTHER</b>			
0600. Special Appropriation			
0700. Struct & Improvements			
0800. Land & Non-Structural			
TOTAL OTHER	0	0	0
<b>GRAND TOTAL</b>	<b>94,495</b>	<b>455,911</b>	<b>1,317,650</b>

# PROGRAM 1. ADMINISTRATION

SALLY M. DEGAN, MANAGER

ACCOUNT # 011-131-0131-AU01

## PROGRAM MISSION

The Administration Program is responsible for executive operations and provides administrative, fiscal, and human resource support services to all programs. The program also provides Local Government Financial System (LGFS) support services to all City and County departments. Its mission is to plan, develop, and provide these services cost effectively and efficiently. The Administration Program enhances user access to LGFS and overall management of the Department.

- An average of 40 inquiries are handled daily from constituents, vendors, representatives from City departments, and other governmental agencies.
- Personnel records for 37 employees are continually updated and maintained.
- An average of 75 personnel transactions are prepared and completed within 5 days notice of employment, change of status, or benefits due.
- An average of 120 procurement documents and 200 invoices are prepared and submitted for processing.
- An average of 1,300 monthly financial reports are issued to all City and County departments.
- An average of 50 special reports are created and issued at the request of City and County departments.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To improve administrative, fiscal, and support services.	a Average days to process personnel paperwork.  b Average days to process procurement documents.  c Average days to process invoices.	5.  3.  3.
2 To effectively conduct training for City and departmental employees.	a Local Government Financial System (LGFS) training sessions.  b Management and technical skills training sessions.	6.  4.
3 To produce accurate reports for the M/WBE Office on City departments' expenditures for goods and services provided by minority and women business enterprises.	Reports to M/WBE Office.	As requested.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	481,999	334,180	285,645	230,274	-55,371
0110. Emergency Employees					
0120. Overtime	4,965	3,212	3,200	2,808	-392
0160. Unemployment Comp	8,375	16,837	6,800		-6,800
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	495,339	354,229	295,645	233,082	-62,563
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	4,262	3,692	4,809	4,809	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	5,708	5,533	1,600	1,600	
0280. Transport of Persons	94		900	500	-400
0290. Misc Contractual Svcs	2,156	5,281	4,000	2,000	-2,000
TOTAL CONTRACTUAL SERVICES	12,220	14,506	11,309	8,909	-2,400
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	2,972	2,772	2,400	1,980	-420
0370. Clothing Allowance					
0390. Misc Supp & Mat	1,013	48	475	325	-150
TOTAL SUPPLIES & MATERIALS	3,985	2,820	2,875	2,305	-570
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	695	31,510			
0490. Other Current Charges	4,474	3,274	3,100	2,170	-930
TOTAL CURRENT CHGS & OBLIG	5,169	34,784	3,100	2,170	-930
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	2,767	69	75	75	
0590. Misc Equipment	192	43			
TOTAL EQUIPMENT	2,959	112	75	75	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>519,672</b>	<b>406,451</b>	<b>313,004</b>	<b>246,541</b>	<b>-66,463</b>

## **PROGRAM PERSONNEL**

### PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
CT AUDITOR		1.00	1.00	67,500				1.00	67,500	
DP CTY AUD	MM11		1.00	64,200				1.00	64,200	
SR D P S A	MM8	1.00	1.00	47,036				1.00	47,036	
SR AD ASST	MM7	1.00	1.00	47,389				1.00	47,389	
S PER OFF	MM5	1.00	1.00	39,418				1.00	39,418	
AST PR ACT	MM3	1.00	1.00	28,567				1.00	28,567	
ADMIN SECY	R14	1.00	1.00	25,259				1.00	25,259	
<b>TOTAL</b>		<b>6.00</b>	<b>7.00</b>	<b>319,369</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>7.00</b>	<b>319,369</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		3,050
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>7.00</b>
		<b>230,274</b>

# **PROGRAM 2. ACCOUNTING/FINANCIAL REPORTING**

JOHN M. CASHMON, MANAGER

ACCOUNT # 011-131-0131-AU02

## **PROGRAM MISSION**

The mission of the Accounting/Financial Reporting Program is to provide timely, accurate, and professional financial data concerning the City. It also upholds the statutory reporting and record keeping requirements of the City.

- Maintains approximately 200 distinct funds, 84 appropriation accounts, and 500 individual department and agency accounts.
- Processes and controls approximately 1,200 appropriation and expenditure transfers.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To present the general purpose and comprehensive financial statements and complete the financial audit in a timely manner.	a Annual audit fieldwork completed by 11/30/92.  b General purpose statements published by 12/15/92.  c Comprehensive annual financial report published by 12/31/92.  d State financial reports published by 10/31/92.	1.
2 To develop and implement quarterly departmental revenue and expenditure reports.	Revenue and expenditure reports.	4.
3 To distribute easily understood departmental financial statements.	Monthly financial statements.	12.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. ACCOUNTING/FINANCIAL REPORTING

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	123,298	339,726	292,446	300,331	7,885
0110. Emergency Employees		2,681			
0120. Overtime	180	3,311	4,422	3,976	-446
0160. Unemployment Comp			4,000	2,750	-1,250
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	123,478	345,718	300,868	307,057	6,189
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,884	3,246	3,826	3,826	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	380	603	1,600	1,600	
0280. Transport of Persons			800	200	-600
0290. Misc Contractual Svcs	2,321		5,000	3,000	-2,000
TOTAL CONTRACTUAL SERVICES	4,585	3,849	11,226	8,626	-2,600
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	903	2,353	2,000	1,600	-400
0370. Clothing Allowance					
0390. Misc Supp & Mat		885	475	475	
TOTAL SUPPLIES & MATERIALS	903	3,238	2,475	2,075	-400
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges		405	1,500	1,050	-450
TOTAL CURRENT CHGS & OBLIG	0	405	1,500	1,050	-450
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		244	250	250	
0590. Misc Equipment		43			
TOTAL EQUIPMENT	0	287	250	250	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>128,966</b>	<b>353,497</b>	<b>316,319</b>	<b>319,058</b>	<b>2,739</b>

**PROGRAM PERSONNEL**  
PROGRAM 2. ACCOUNTING/FINANCIAL REPORTING

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY83 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	SALARY	
AS CTY AUD	MM9	0.50	0.50	27,867				0.50	27,867	
PR ADM AST	MM8	1.00	1.00	46,877				1.00	46,877	
SADANSPS	MM6	2.50	2.50	107,605				2.50	107,605	
SR AD ANL	MM6	2.00	2.00	84,544				2.00	84,544	
SR RES ANL	MM3	1.00	1.00	29,958				1.00	29,958	
AS PR ACT	R14	1.00	1.00	28,692				1.00	28,692	
<b>TOTAL</b>		<b>8.00</b>	<b>8.00</b>	<b>325,543</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>8.00</b>	<b>325,543</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS			0	
						COLLECTIVE BARGAINING			0	
						OTHER			4,200	
					<b>MINUS:</b>	SALARY SAVINGS		0.00	29,412	
						FY 93 TOTAL REQUEST		<b>8.00</b>	<b>300,331</b>	

# **PROGRAM 3. PAYROLL**

DENNIS COUGHLIN, MANAGER

ACCOUNT # 011-131-0131-AU03

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## **PROGRAM MISSION**

The Payroll Program's mission is to audit and verify all payrolls for City, School Department, and County employees for accuracy. The program mission is to ensure that all payroll information and costs contain proper documentation and that all payrolls remain within approved departmental appropriations, while being in compliance with the Integrated Personnel/Payroll System standards.

- Payrolls audited for over 20,000 employees and over 60 City departments/agencies.
- Audits an average of 198 weekly payrolls (including School Department).
- Audits an average of 278 biweekly payrolls.
- Audits an average of 338 semimonthly payrolls.
- Audits an average of 154 monthly payrolls.
- Audits an average of 8 WAC payrolls per week.
- Audits an average of 130 MAC payrolls.
- Conducts payroll audits every 1 to 2 months for fraud detection.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To process all weekly payrolls in a timely and accurate manner.	Percent of weekly payrolls processed within 2 days.	85%.
2 To process all Weekly Adjustments in Compensation (WAC) payrolls accurately and within required payment schedules.	Percent of WAC payrolls processed within 2 days.	80%.
3 To process all Monthly Adjustments in Compensation (MAC) payrolls accurately and within negotiated payment schedules.	Percent of MAC payrolls processed within 4 days.	80%.
4 To perform on-site payroll audits to assure validity of departmental expenditures.	On-site audits performed.	8.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 3. PAYROLL

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	123,298	150,929	132,272	136,099	3,827
0110. Emergency Employees					
0120. Overtime	180	172	2,410	907	-1,503
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	123,478	151,101	134,682	137,006	2,324
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,884	1,776	2,171	2,171	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	380	283	800	800	
0280. Transport of Persons					
0290. Misc Contractual Svcs	2,321	2,778	4,100	3,500	-600
TOTAL CONTRACTUAL SERVICES	4,585	4,837	7,071	6,471	-600
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	903	578	1,000	800	-200
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	903	578	1,000	800	-200
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	0	40	200	130	-70
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		189	200	200	
0590. Misc Equipment					
TOTAL EQUIPMENT	0	189	200	200	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>128,966</b>	<b>156,745</b>	<b>143,153</b>	<b>144,607</b>	<b>1,454</b>

## **PROGRAM PERSONNEL**

### PROGRAM 3. PAYROLL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL		
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	
AS CTY AUD	MM9	0.25	0.25	13,525				0.25		13,525	
SUPV PAYRL	MM6	1.00	1.00	43,042				1.00		43,042	
SR RES ANL	MM3	1.00	1.00	30,085				1.00		30,085	
PR ACCTNT	R16		1.00	35,043				1.00		35,043	
SR ACCTNT	R13		2.00	2.00	48,222			2.00		48,222	
<b>TOTAL</b>			<b>4.25</b>	<b>5.25</b>	<b>169,917</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>5.25</b>	<b>169,917</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		1,225
<b>MINUS:</b>	SALARY SAVINGS	1.00
	FY 93 TOTAL REQUEST	<b>4.25</b>
		<b>136,099</b>

# **PROGRAM 4. INTERNAL AUDIT**

JOHN M. CASHMON, MANAGER

ACCOUNT # 011-131-0131-AU04

## **PROGRAM MISSION**

The Internal Audit Program's mission is to provide independent and objective reviews and assessments of City department operations, procedures, and controls. It also provides technical assistance to departments in the areas of financial management and program operations, and makes recommendations for improvements to department heads, the City Auditor, and the Mayor as appropriate.

- Provides audit and review services to the City's 60+ departments focusing on internal control structure.
- Audits and reviews result in 35-50 significant recommendations annually.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To independently appraise the effectiveness of City agencies' financial and administrative controls.	a Independent reviews. b Requested reviews.	6. 3.
2 To assist departments on an individual basis to develop effective controls for their operations.	Departments provided assistance.	3.
3 To provide objective reviews, assessments, and technical assistance with regard to agencies' financial management and program operations and make recommendations for improvements.	Reviews reported.	1.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 4. INTERNAL AUDIT

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	54,619	34,755	49,668	50,258	590
0110. Emergency Employees					
0120. Overtime	2,231				
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	56,850	34,755	49,668	50,258	590
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,220	924	850	850	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	60	53	400	400	
0280. Transport of Persons			500	200	-300
0290. Misc Contractual Svcs	4,099	1,990	6,000	4,500	-1,500
TOTAL CONTRACTUAL SERVICES	5,379	2,967	7,750	5,950	-1,800
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	567	315	600	480	-120
0370. Clothing Allowance					
0390. Misc Supp & Mat	249	417			
TOTAL SUPPLIES & MATERIALS	816	732	600	480	-120
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	649	549	500	350	-150
TOTAL CURRENT CHGS & OBLIG	649	549	500	350	-150
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>63,694</b>	<b>39,003</b>	<b>58,518</b>	<b>57,038</b>	<b>-1,480</b>

## **PROGRAM PERSONNEL**

### PROGRAM 4. INTERNAL AUDIT

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
AS CTY AUD	MM9	0.50	0.50	27,897					0.50	27,897
SR AD ANL	MM6	0.50	0.50	21,521					0.50	21,521
<b>TOTAL</b>		<b>1.00</b>	<b>1.00</b>	<b>49,418</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>1.00</b>	<b>49,418</b>

<b>PLUS:</b> DIFFERENTIAL PAYMENTS COLLECTIVE BARGAINING OTHER	0 0 840
<b>MINUS:</b> SALARY SAVINGS FY 93 TOTAL REQUEST	0.00 <b>1.00</b> <b>50,258</b>

# PROGRAM 5. GRANTS MONITORING

MARY L. RAYSOR, MANAGER

ACCOUNT # 011-131-0131-AU05

## PROGRAM MISSION

The Grants Monitoring Program provides fiscal oversight, technical assistance, and external controls over the use of all federal, state, and local grants, gifts, and other financial assistance programs.

- Monitors approximately 2,000 grants with a dollar value of approximately \$1.4 billion.
- Oversees and coordinates the City's annual single audit for federal financial assistance programs, evaluates 3% of the programs' total expenditures during the fiscal year.
- Monitors grant expenditures against the grant budget and approves budgetary changes on an average of 1,083 transfers annually.
- Reviews grants for compliance both on-and off-site on an average of 15 grants annually.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To complete the Single Audit of the FY92, Federal Financial Assistance Program, and the Independent Auditor's Report required under government auditing standards.	a Single audit completed and issued by 1/31/93.  b Independent auditor's report required under government auditing standards issued by 2/28/93.	1.
2 To develop and implement new procedures for an on-and off-site monitoring of federal, state and local grants, gifts, and other financial assistance received by the City of Boston to ensure compliance with legal and regulatory provisions, as well as efficiency and program effectiveness.	a Off-site monitoring visits.  b On-site monitoring visits.	10.  5.
3 To develop and implement procedures whereby all quarterly and/or final reports are submitted to Auditing for review and signature before department submits to grantee.	Percent of reports under new procedures by 6/30/93.	25%.
4 To clear Single Audit findings for prior years.	a Percent of FY87 findings cleared by City of Boston.  b Percent of FY88 findings cleared by City of Boston.	50%.  100%.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 5. GRANTS MONITORING

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	44,821	73,331	84,100	84,368	268
0110. Emergency Employees					
0120. Overtime	4,181	2,015	3,000	1,794	-1,206
0160. Unemployment Comp			3,000		-3,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	49,002	75,346	90,100	86,162	-3,938
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,319	1,231	1,503	1,503	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	60	60	400	400	
0280. Transport of Persons	197	495	700	200	-500
0290. Misc Contractual Svcs	2,335	5,483	3,100	5,000	1,900
TOTAL CONTRACTUAL SERVICES	3,911	7,269	5,703	7,103	1,400
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	596	377	600	480	-120
0370. Clothing Allowance					
0390. Misc Supp & Mat	305	48	50		-50
TOTAL SUPPLIES & MATERIALS	901	425	650	480	-170
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	1,836	1,204	700	500	-200
TOTAL CURRENT CHGS & OBLIG	1,836	1,204	700	500	-200
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		219	250	250	
0590. Misc Equipment					
TOTAL EQUIPMENT	0	219	250	250	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>55,650</b>	<b>84,463</b>	<b>97,403</b>	<b>94,493</b>	<b>-2,908</b>

**PROGRAM PERSONNEL**  
PROGRAM 5. GRANTS MONITORING

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
AS CTY AUD	MM9	1.00	1.00	55,795					1.00	55,795
AS PR ACT	R14	1.00	1.00	27,673					1.00	27,673
<b>TOTAL</b>		<b>2.00</b>	<b>2.00</b>	<b>83,468</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>2.00</b>	<b>83,468</b>
<b>PLUS:</b> DIFFERENTIAL PAYMENTS										
COLLECTIVE BARGAINING										
OTHER										
<b>MINUS:</b> SALARY SAVINGS										
FY 93 TOTAL REQUEST										

# PROGRAM 6. ACCOUNTS PAYABLE

DENNIS COUGHLIN, MANAGER

ACCOUNT # 011-131-0131-AU06

## PROGRAM MISSION

The mission of the Accounts Payable Program is to accurately process City of Boston payments and to provide a timely routing system for all contracts issued by City departments. The program mission is also to maintain expenditure control and prohibit deficit spending at all levels.

- Maintains expenditure control for all funds for 60+ agencies/departments.
- Audits an average of 84,000 payments processed each year.
- Processes an average of 24,000 pre-encumbrance and encumbrance transactions each year.
- Successfully routes to execution an average of 4,400-6,000 purchase and service contracts each year through coordination of the contract process at all levels.
- Maintains Vendor Information Profiles for accuracy (25,000+) and generates Form 1099s each year.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To expedite processing of vendor payments.	a Percent of invoices processed within 21 days.  b Percent of contracts processed within 4 days.  c Percent of documents encumbered within 2 days.	90%.  85%.  85%.
2 To notify departments of potential deficits against approved spending limits.	Percent of notices sent to departments on errors/adjustments within 1 day.	85%.
3 To oversee the successful execution of all City contracts.	Percent of contracts forwarded to reviewing agencies/authorities within 3 days of receipt.	80%.

NOTE: 1. Processing times are Auditing Department processing times only.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 6. ACCOUNTS PAYABLE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	256,924	342,821	396,333	416,266	19,933
0110. Emergency Employees		6,963	6,000	6,000	
0120. Overtime	1,206	2,620	5,529	4,074	-1,455
0160. Unemployment Comp			20,000	1,250	-18,750
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	258,130	352,404	427,862	427,590	-272
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	6,030	3,345	3,841	3,841	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	739	867	2,800	2,800	
0280. Transport of Persons	304	191	700	200	-500
0290. Misc Contractual Svcs	21,932	18,999	18,600	17,400	-1,200
TOTAL CONTRACTUAL SERVICES	29,005	23,402	25,941	24,241	-1,700
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	3,316	3,066	3,600	2,880	-720
0370. Clothing Allowance					
0390. Misc Supp & Mat				200	200
TOTAL SUPPLIES & MATERIALS	3,316	3,066	3,600	3,080	-520
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	540	65	700	500	-200
TOTAL CURRENT CHGS & OBLIG	540	65	700	500	-200
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	695	692	500	500	
0590. Misc Equipment					
TOTAL EQUIPMENT	695	692	500	500	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>					
	<b>291,686</b>	<b>379,629</b>	<b>458,603</b>	<b>455,911</b>	<b>-2,692</b>

**PROGRAM PERSONNEL**  
PROGRAM 6. ACCOUNTS PAYABLE

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
AS CTY AUD	MM9	0.75	0.75	38,325					0.75	38,325
SUPV ACCTG	MM5	2.00	2.00	75,159					2.00	75,159
AS PR ACT	R14	3.00	3.00	79,353					3.00	79,353
SR ACCTNT	R13	4.00	4.00	95,195					4.00	95,195
HD ACT CLK	R11	6.00	6.00	133,824					6.00	133,824
<b>TOTAL</b>		<b>15.75</b>	<b>15.75</b>	<b>421,856</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>15.75</b>	<b>421,856</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	860
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>15.75</b>
		<b>416,266</b>

# AUDITING DEPARTMENT

## M/WBE PROGRAM COMMITMENT - FY93

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

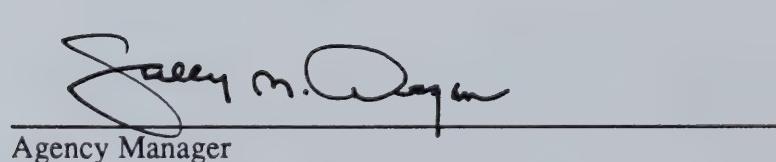
That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

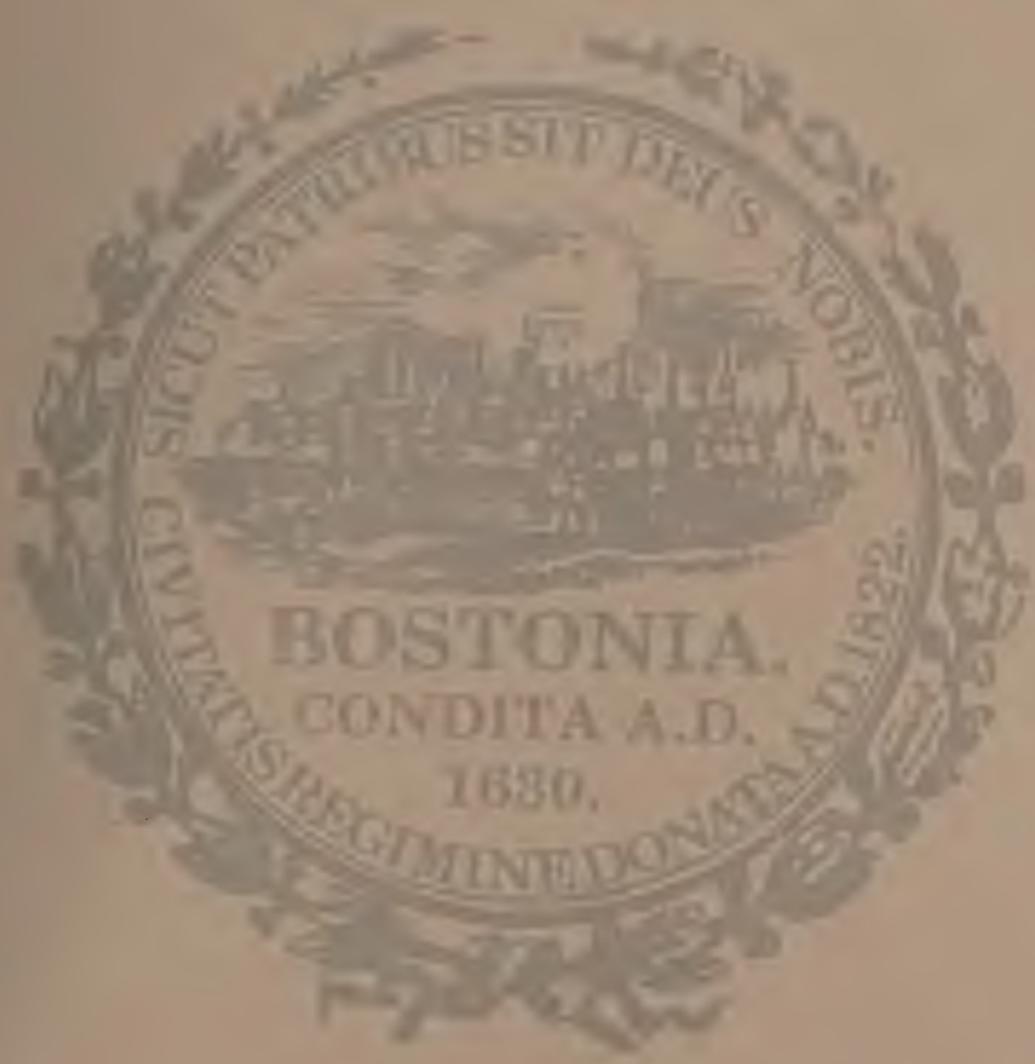
That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



Sally M. Dwyer  
\_\_\_\_\_  
Agency Manager

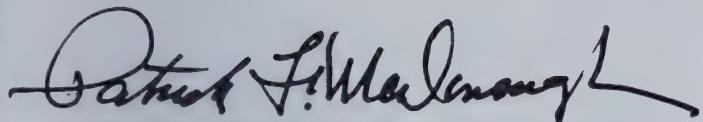








# CITY CLERK



PATRICK F. MCDONOUGH, CITY CLERK

ACCOUNT # 011-161-0161

## DEPARTMENT MISSION

The City Clerk is the official filing agency of the City of Boston, and is responsible for accepting, filing, recording, and maintaining all municipal records. The City Clerk publishes the agenda for all City Council meetings, records all Council and related Mayoral actions, and edits and compiles the minutes of Council meetings. The Department also maintains the City Council document system database and publishes, on a yearly basis, all ordinances and amended codes. The City Clerk is also responsible for overseeing the work of the Archives Commission.

## DESCRIPTION OF SERVICES

Services to the public include the sale of various licenses and permits, notarizing and attesting to documents, and filing, recording, and copying papers in the custody of the Clerk. Services to City government consist of providing informational resources and technical assistance, administration of the state's open meeting law, administration of oaths of office, attestation of various legal papers, and custody of records. The Archives Commission oversees the protection of City records, files, and other items of historic interest.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. LEGISLATIVE SUPPORT	3.75	\$179,979
2. DOCUMENT FILING	7.25	\$260,714
3. ARCHIVES	2.0	\$94,607
<b>TOTAL DEPARTMENT</b>	<b>13.0</b>	<b>\$535,300</b>

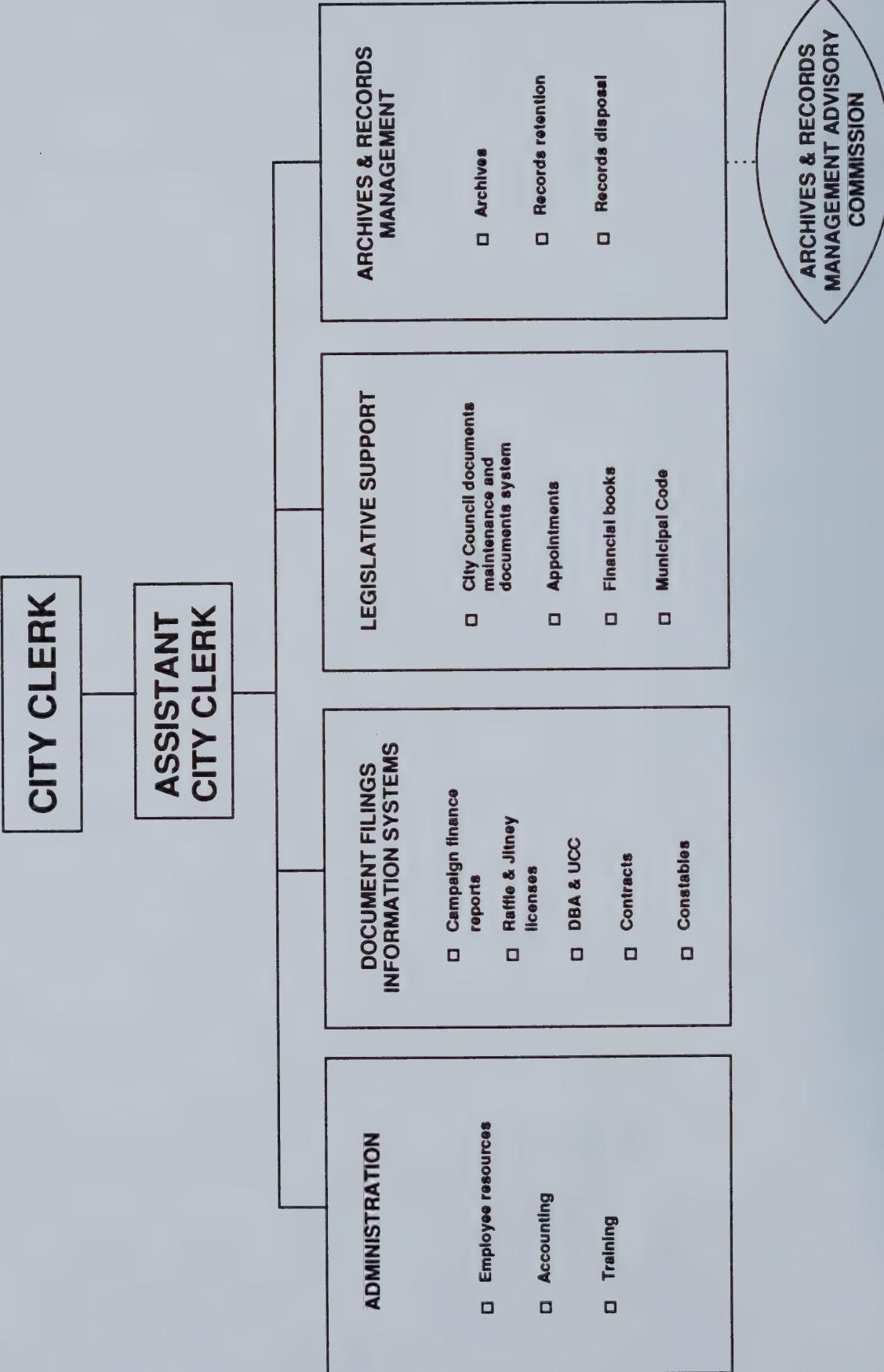
## AUTHORIZING STATUTES/ORDINANCES

*Election of the City Clerk*, St. 1821, c. 110, s. 10; St. 1854, c. 448, s. 30-31; St. 1885, c. 266, s. 2; St. 1909, c. 486, s. 22; Rev. Ord. 1898, c. 11; MGLA c. 41, s. 12-19

*Duties of the City Clerk*, CBC Ord. 2, s. 550-551; CBC Ord. 14, s. 750; CBC St. 2, s. 750; MGLA c. 41, s. 12-19; Ch. 68, Acts of 1988

*City Archives and Records Commission*, MGLA c. 68

# CITY CLERK



## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	390,449	410,442	460,915	470,978	10,063
0110. Emergency Employees	50,534	28,473	35,795	14,658	-21,137
0120. Overtime	2,472	2,069			
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	443,455	440,984	496,710	485,636	-11,074
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	7,348	3,979	6,000	6,000	
0220. Light, Heat & Power	6,216	4,076		500	500
0230. Water & Sewer	500	134	500	500	
0250. Garbage/Waste Removal			260		-260
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	795	239	1,550	1,500	-50
0280. Transport of Persons	926	346			
0290. Misc Contractual Svcs	10,663	26,848	39,200	26,664	-12,536
TOTAL CONTRACTUAL SERVICES	26,448	35,622	47,510	35,164	-12,346
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat		4,319	10,480	8,000	-2,480
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	6,410	9,288	5,775	6,000	225
0370. Clothing Allowance					
0390. Misc Supp & Mat	1,130	1,687	1,300	500	-800
TOTAL SUPPLIES & MATERIALS	7,540	15,294	17,555	14,500	-3,055
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	1,407	2,766			
TOTAL CURRENT CHGS & OBLIG	1,407	2,766	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		286			
0590. Misc Equipment	19,162	19,104	2,225		-2,225
TOTAL EQUIPMENT	19,162	19,390	2,225	0	-2,225
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>498,012</b>	<b>514,057</b>	<b>564,000</b>	<b>535,300</b>	<b>-28,700</b>

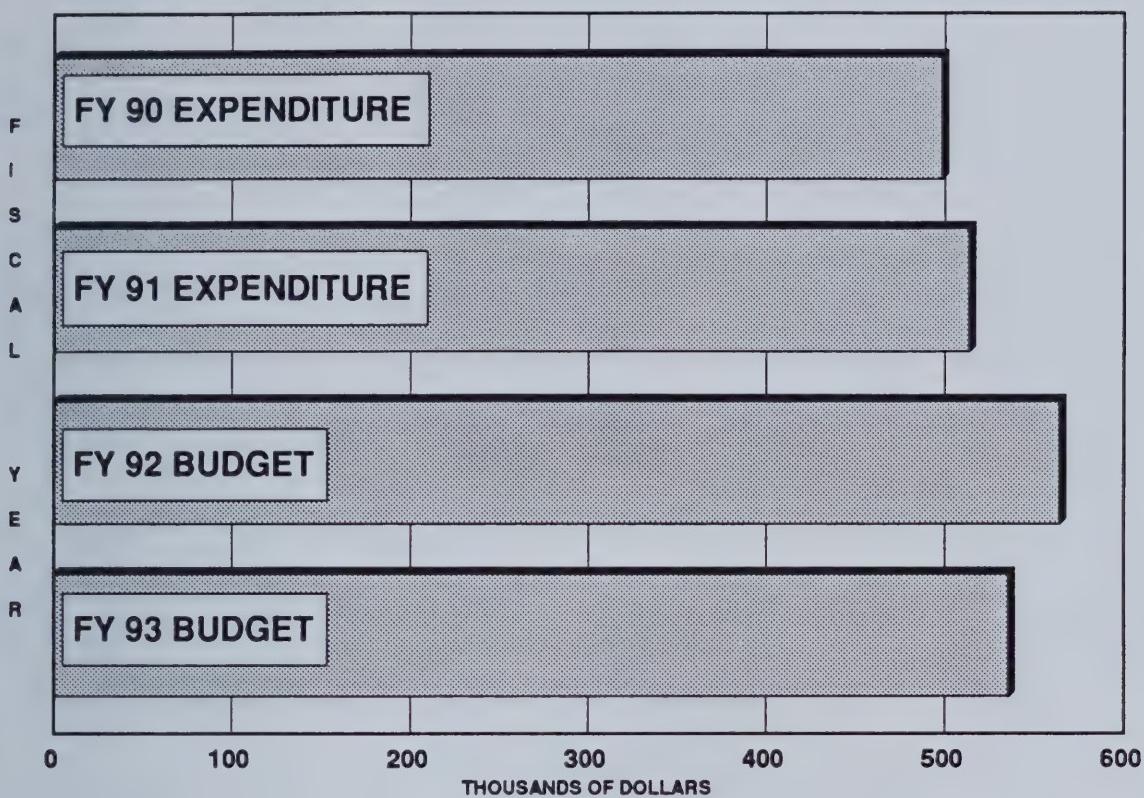
## **DEPARTMENT PERSONNEL**

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY		
CITY CLERK		1.00	1.00	62,500				1.00	62,500	
AS CTY CLK	MM10	1.00	1.00	60,434				1.00	60,434	
PR ADM AST	MM6	3.00	3.00	122,450				3.00	122,450	
SR AD ASST	MM5	1.00	1.00	29,387				1.00	29,387	
ADMIN ANL	MM4	2.00	2.00	68,357				2.00	68,357	
ADMIN ASST	R15	1.00	1.00	27,673				1.00	27,673	
ADMIN SECY	R14	3.00	3.00	73,677				3.00	73,677	
HEAD CLERK	R11	1.00	1.00	20,700				1.00	20,700	
<b>TOTAL</b>		<b>13.00</b>	<b>13.00</b>	<b>465,178</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>13.00</b>	<b>465,178</b>

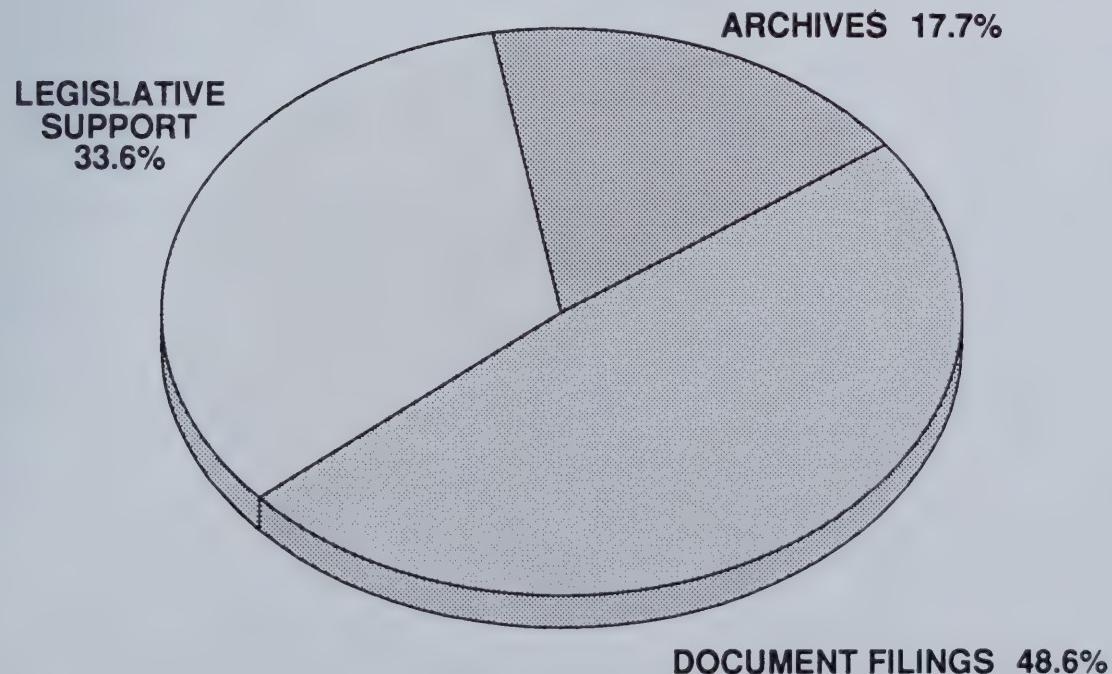
<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	5,800
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>13.00</b> <b>470,978</b>

**Total Working January 1, 1991:**

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 LEGIS SUPPT	PROGRAM 2 DOC FILINGS	PROGRAM 3 ARCHIVES	TOTAL
<b>PERSONAL SERVICES</b>				
0100. Permanent Employees	162,815	239,206	68,957	470,978
0110. Emergency Employees		14,658		14,658
0120. Overtime				
0160. Unemployment Comp				
0170. Workmen's Comp				
TOTAL PERSONAL SERVICES	162,815	253,864	68,957	485,636
<b>CONTRACTUAL SERVICES</b>				
0210. Communications	2,500	2,500	1,000	6,000
0220. Light, Heat & Power		500	500	
0230. Water & Sewer		500	500	
0250. Garbage/Waste Removal				
0260. Repairs Bldg & Struct				
0270. Repairs & Serv Equip	200	750	550	1,500
0280. Transport of Persons				
0290. Misc Contractual Svcs	12,764	1,500	12,400	26,664
TOTAL CONTRACTUAL SERVICES	15,464	4,750	14,950	35,164
<b>SUPPLIES &amp; MATERIALS</b>				
0300. Auto Energy Supp				
0320. Food Supplies				
0330. Heat Supp & Mat			8,000	8,000
0340. Household Supp & Mat				
0350. Medical, Dental, Etc				
0360. Office Supp & Mat	1,500	2,100	2,400	6,000
0370. Clothing Allowance				
0390. Misc Supp & Mat	200		300	500
TOTAL SUPPLIES & MATERIALS	1,700	2,100	10,700	14,500
<b>CURRENT CHGS &amp; OBLIG</b>				
0450. Aid to Veterans				
0460. Equipment Lease/Purchase				
0470. Indemnification				
0490. Other Current Charges				
TOTAL CURRENT CHGS & OBLIG	0	0	0	0
<b>EQUIPMENT</b>				
0500. Automotive Equip				
0560. Office Furn & Equip				
0590. Misc Equipment				
TOTAL EQUIPMENT	0	0	0	0
<b>OTHER</b>				
0600. Special Appropriation				
0700. Struct & Improvements				
0800. Land & Non-Structural				
TOTAL OTHER	0	0	0	0
<b>GRAND TOTAL</b>	<b>179,979</b>	<b>260,714</b>	<b>94,607</b>	<b>535,300</b>

# **PROGRAM 1. LEGISLATIVE SUPPORT**

PATRICK F. McDONOUGH, MANAGER

ACCOUNT # 011-161-0161-CL01

## **PROGRAM MISSION**

The Legislative Support Program carries out government functions required by state and local law and manages and maintains the City Council document system database. The program also administers oaths of office and maintains records relative to the appointment or election of City officers. The program maintains and updates the City of Boston Code, advises City officials on the Commonwealth's open meeting law, and maintains copies of City of Boston official reports.

- 100 sets of City Code published with all City department regulations.
- 45 Council meeting agendas and minutes prepared annually.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To receive, prepare, record, and distribute financial and legislative documents.	Legal documents.	1,500.
2 To provide copies of Council agendas before Council sessions and to distribute minutes and summaries after Council sessions.	Minutes or summaries distributed within 48 hours of each meeting.	45.
3 To maintain a City Council database summarizing current meetings for reference by City Council staff.	Weekly updates entered within 2 days.	45.
4 To edit and publish the statute section of the Municipal Code and update the ordinance section.	Statutes and supplements published by 5/93.	1.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 1. LEGISLATIVE SUPPORT

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	165,329	216,782	162,560	162,815	255
0110. Emergency Employees	50,534	28,473			
0120. Overtime	1,447	496			
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	217,310	245,751	162,560	162,815	255
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,320	917	2,500	2,500	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip			400	200	-200
0280. Transport of Persons	342	346			
0290. Misc Contractual Svcs	1,490	251	17,000	12,764	-4,236
TOTAL CONTRACTUAL SERVICES	3,152	1,514	19,900	15,464	-4,436
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	1,996	3,605	1,800	1,500	-300
0370. Clothing Allowance					
0390. Misc Supp & Mat	307	10	400	200	-200
TOTAL SUPPLIES & MATERIALS	2,303	3,615	2,200	1,700	-500
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	730	1,109			
TOTAL CURRENT CHGS & OBLIG	730	1,109	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	1,500	0	-1,500
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>223,495</b>	<b>251,989</b>	<b>186,160</b>	<b>179,979</b>	<b>-6,181</b>

**PROGRAM PERSONNEL**  
PROGRAM 1. LEGISLATIVE SUPPORT

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
CITY CLERK		0.50	0.50	31,250				0.50	31,250	
AS CTY CLK	MM10	0.75	0.75	45,325				0.75	45,325	
PR ADM AST	MM6	1.00	1.00	43,042				1.00	43,042	
SR AD ASST	MM5	0.50	0.50	14,694				0.50	14,694	
ADMIN SECY	R14	1.00	1.00	25,504				1.00	25,504	
<b>TOTAL</b>		<b>3.75</b>	<b>3.75</b>	<b>159,815</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>3.75</b>	<b>159,815</b>
 <b>PLUS:</b> DIFFERENTIAL PAYMENTS 0										
COLLECTIVE BARGAINING 0										
OTHER 3,000										
<b>MINUS:</b> SALARY SAVINGS 0										
FY 93 TOTAL REQUEST 3.75 162,815										

# **PROGRAM 2. DOCUMENT FILING**

PATRICK F. MCDONOUGH, MANAGER

ACCOUNT # 011-161-0161-CL02

## **PROGRAM MISSION**

The City Clerk is the supervisor of records and the filing agency for the City. The Office of the City Clerk is required to record, file, and maintain indices of public documents.

- Records approximately 1,500 legal documents annually (such as Uniform Comm. Code, business certificates, transient vendors, hawkers, and peddlers licenses).
- Accepted and forwarded about 1,900 damage to property claims in FY91.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To receive and record statutory filings as required by law.	Statutory filings recorded.	35,000.
2 To receive and audit political campaign finance reports.	Campaign finance reports filed and audited.	100.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. DOCUMENT FILING

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	175,852	146,570	232,607	239,206	6,599
0110. Emergency Employees			35,795	14,658	-21,137
0120. Overtime	1,025	1,573			
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	176,877	148,144	268,402	253,864	-14,538
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,637	1,137	2,500	2,500	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	395	239	550	750	200
0280. Transport of Persons					
0290. Misc Contractual Svcs	4,906	1,622	6,200	1,500	-4,700
TOTAL CONTRACTUAL SERVICES	6,938	2,999	9,250	4,750	-4,500
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	3,228	2,556	2,650	2,100	-550
0370. Clothing Allowance					
0390. Misc Supp & Mat	815	299			
TOTAL SUPPLIES & MATERIALS	4,043	2,854	2,650	2,100	-550
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	280	1,352			
TOTAL CURRENT CHGS & OBLIG	280	1,352	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		286			
0590. Misc Equipment		18,224			
TOTAL EQUIPMENT	0	18,510	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>188,138</b>	<b>173,859</b>	<b>280,302</b>	<b>260,714</b>	<b>-19,588</b>

**PROGRAM PERSONNEL**  
PROGRAM 2. DOCUMENT FILING

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
CITY CLERK		0.50	0.50	31,250				0.50		31,250
AS CTY CLK	MM10	0.25	0.25	15,109				0.25		15,109
PR ADM AST	MM6	2.00	2.00	79,408				2.00		79,408
SR AD ASST	MM5	0.50	0.50	14,693				0.50		14,693
ADMIN ASST	R15	1.00	1.00	27,673				1.00		27,673
ADMIN SECY	R14	2.00	2.00	48,173				2.00		48,173
HEAD CLERK	R11	1.00	1.00	20,700				1.00		20,700
<b>TOTAL</b>		<b>7.25</b>	<b>7.25</b>	<b>237,006</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>7.25</b>	<b>237,006</b>
<b>PLUS:</b> DIFFERENTIAL PAYMENTS										
COLLECTIVE BARGAINING										
OTHER										
<b>MINUS:</b> SALARY SAVINGS										
FY 93 TOTAL REQUEST										

# **PROGRAM 3. ARCHIVES**

PATRICK F. MCDONOUGH, MANAGER

ACCOUNT # 011-161-0161-CL03

## **PROGRAM MISSION**

The mission of the Archives Program is to facilitate improved, cost-effective access to public records by Boston municipal government and its citizens, and to facilitate the preservation of significant public records and the elimination of obsolete records.

- 60 agencies provided records management information and services.
- An estimated 100,000 cu. ft. of inactive records currently stored in City agencies or at remote locations.
- Over 400 agency and public inquiries responded to annually.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To provide records disposition services.	a Cubic feet of records destruction approved by Supervisor of Public Records.  b Records retention schedules completed.	2,000.  3.
2 To provide records management educational services to designated City department employees.	Number of training/editing hours.	70.
3 To provide archives and records center services.	a Cubic feet of transfers.  b Number of references (in person, mail, phone, etc.)  c Percent of holdings under finding aid control (indexes, catalogs, shelf lists, etc.).	1,500.  450.  90%.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 3. ARCHIVES

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	49,268	47,090	65,748	68,957	3,209
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	49,268	47,090	65,748	68,957	3,209
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	4,391	1,925	1,000	1,000	
0220. Light, Heat & Power	6,216	4,076		500	500
0230. Water & Sewer	500	134	500	500	
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct			260		-260
0270. Repairs & Serv Equip	400		600	550	-50
0280. Transport of Persons	584				
0290. Misc Contractual Svcs	4,267	24,974	16,000	12,400	-3,600
TOTAL CONTRACTUAL SERVICES	16,358	31,109	18,360	14,950	-3,410
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat		4,319	10,480	8,000	-2,480
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	1,186	3,128	1,325	2,400	1,075
0370. Clothing Allowance					
0390. Misc Supp & Mat	8	1,378	900	300	-600
TOTAL SUPPLIES & MATERIALS	1,194	8,825	12,705	10,700	-2,005
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	397	305			
TOTAL CURRENT CHGS & OBLIG	397	305	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	19,162	880	725		-725
TOTAL EQUIPMENT	19,162	880	725	0	-725
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>					
	<b>86,379</b>	<b>88,209</b>	<b>97,538</b>	<b>94,607</b>	<b>-2,931</b>

## **PROGRAM PERSONNEL**

### PROGRAM 3. ARCHIVES

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA
ADMIN ANL	MM4	2.00	2.00	68,357				2.00	68,357
<b>TOTAL</b>		<b>2.00</b>	<b>2.00</b>	<b>68,357</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>2.00</b>
<b>PLUS:</b> DIFFERENTIAL PAYMENTS									0
COLLECTIVE BARGAINING									0
OTHER									600
<b>MINUS:</b> SALARY SAVINGS								0.00	0
FY 93 TOTAL REQUEST								<b>2.00</b>	<b>68,957</b>

# CITY CLERK

## M/WBE PROGRAM COMMITMENT - FY93

The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

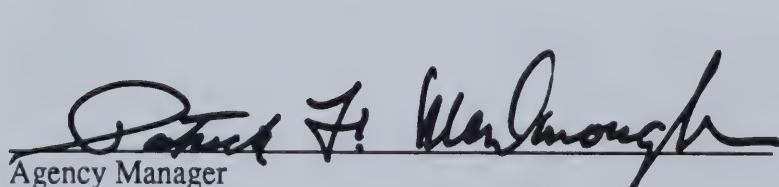
That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.

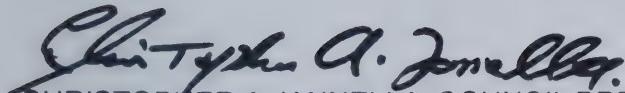


A handwritten signature in black ink, appearing to read "David F. Wernrough". Below the signature, the title "Agency Manager" is printed in a smaller, sans-serif font.





# CITY COUNCIL



CHRISTOPHER A. IANELLA, COUNCIL PRESIDENT

ACCOUNT # 011-112-0112

## DEPARTMENT MISSION

The Boston City Council is a separate branch of City government and is not a line department. Its mission is to serve as the legislative branch and as the appropriating authority.

## DESCRIPTION OF SERVICES

Members draft and file legislation. Each year the Council conducts an extensive series of hearings to review the Mayor's appropriation request for the subsequent fiscal year. After a thorough analysis and determination that the request is fiscally sound, the Council approves the appropriation. Constituent needs are served as directed by each individual councilor.

## DEPARTMENT BUDGET

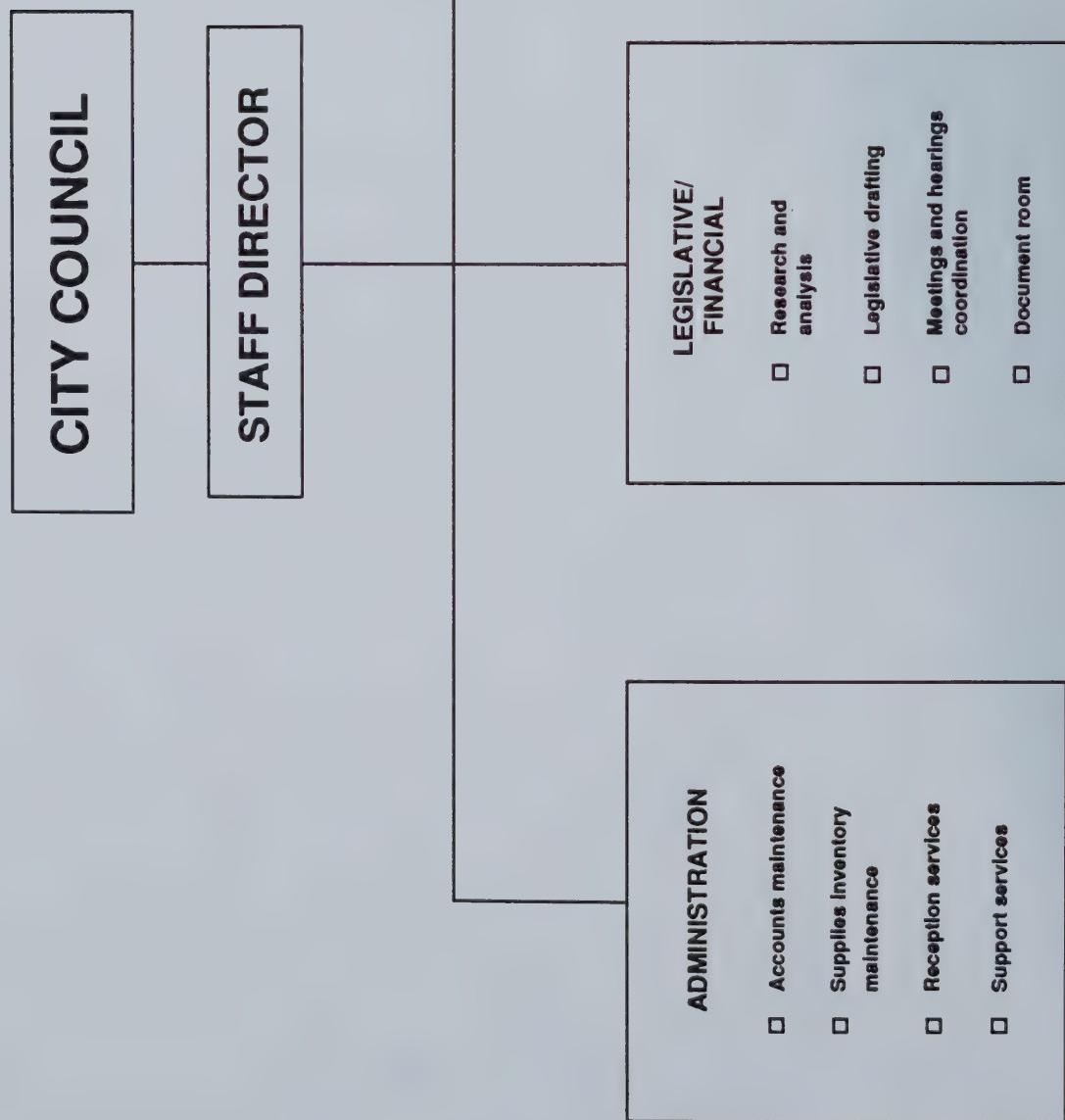
PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	4.0	\$219,995
2. CITY COUNCILORS	61.0	\$1,932,100
3. LEGISLATIVE/FINANCIAL SUPPORT	7.0	\$253,575
<b>TOTAL DEPARTMENT</b>	<b>72.0</b>	<b>\$2,405,670</b>

## AUTHORIZING STATUTES/ORDINANCES

*Structure of City Council*, Ch. 452, Acts of 1948, as amended by Ch. 376, Acts of 1951

*District Representation*, Ch. 605, Acts of 1982

# CITY COUNCIL



## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 APPROPRIATION	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	2,107,910	2,102,713	2,138,820	2,138,820	
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp	7,318	1,481	15,000	15,000	
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	<u>2,115,228</u>	<u>2,104,194</u>	<u>2,153,820</u>	<u>2,153,820</u>	<u>0</u>
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	47,432	38,106	52,100	52,100	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	8,674	10,036	13,450	13,450	
0280. Transport of Persons	420	90	1,330		-1,330
0290. Misc Contractual Svcs	<u>53,098</u>	<u>60,655</u>	<u>89,000</u>	<u>89,000</u>	
TOTAL CONTRACTUAL SERVICES	<u>109,624</u>	<u>108,887</u>	<u>155,880</u>	<u>154,550</u>	<u>-1,330</u>
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	48,940	40,420	61,300	61,000	-300
0370. Clothing Allowance					
0390. Misc Supp & Mat		60			
TOTAL SUPPLIES & MATERIALS	<u>48,940</u>	<u>40,480</u>	<u>61,300</u>	<u>61,000</u>	<u>-300</u>
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	19,169	19,343	21,000	21,000	
0490. Other Current Charges	7,261	7,650	11,800	13,000	1,200
TOTAL CURRENT CHGS & OBLIG	<u>26,430</u>	<u>26,993</u>	<u>32,800</u>	<u>34,000</u>	<u>1,200</u>
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	1,783	441			
0590. Misc Equipment	746	542	2,300	2,300	
TOTAL EQUIPMENT	<u>2,529</u>	<u>983</u>	<u>2,300</u>	<u>2,300</u>	<u>0</u>
<b>OTHER</b>					
0600. Special Appropriation	510				
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	<u>510</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>GRAND TOTAL</b>	<b><u>2,303,261</u></b>	<b><u>2,281,536</u></b>	<b><u>2,406,100</u></b>	<b><u>2,405,670</u></b>	<b><u>-430</u></b>

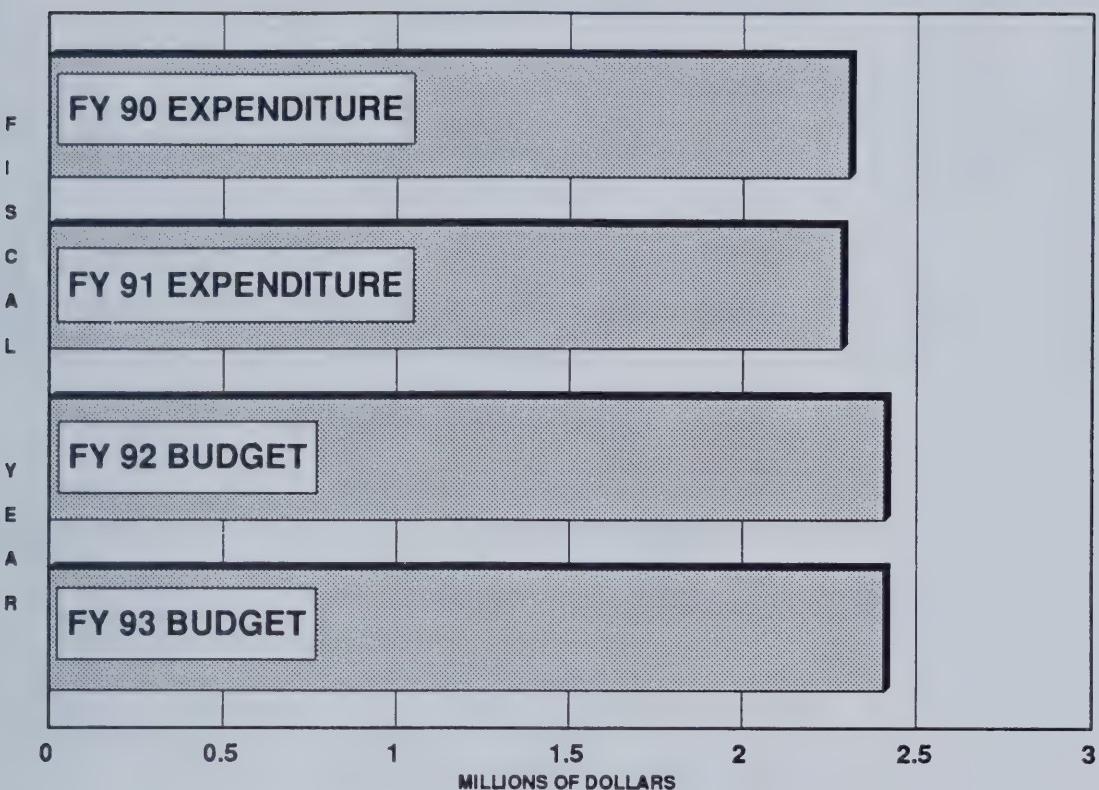
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
AS CL COMM			1.00	33,030					1.00	33,030
CH RES CC		1.00	1.00	40,450					1.00	40,450
CITY CLERK				4,000						4,000
CT MESSNGR	1.00	1.00	33,040						1.00	33,040
CTY CNSLER	13.00	13.00	585,000						13.00	585,000
LEGIS ASST	2.00	2.00	56,160						2.00	56,160
LEGIS SEC	1.00	1.00	21,000						1.00	21,000
MSNGR-CLRK	1.00	1.00	17,700						1.00	17,700
OFFICE MGR	1.00	1.00	27,900						1.00	27,900
PERS STF	44.00	44.00	1,080,000						44.00	1,080,000
PRES STAFF	4.00	4.00	120,000						4.00	120,000
RECEP CC			1.00	26,590					1.00	26,590
STAFF DIR	1.00	1.00	44,000						1.00	44,000
SUPV-FIN	1.00	1.00	39,650						1.00	39,650
<b>TOTAL</b>		<b>70.00</b>	<b>72.00</b>	<b>2,128,520</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>72.00</b>	<b>2,128,520</b>

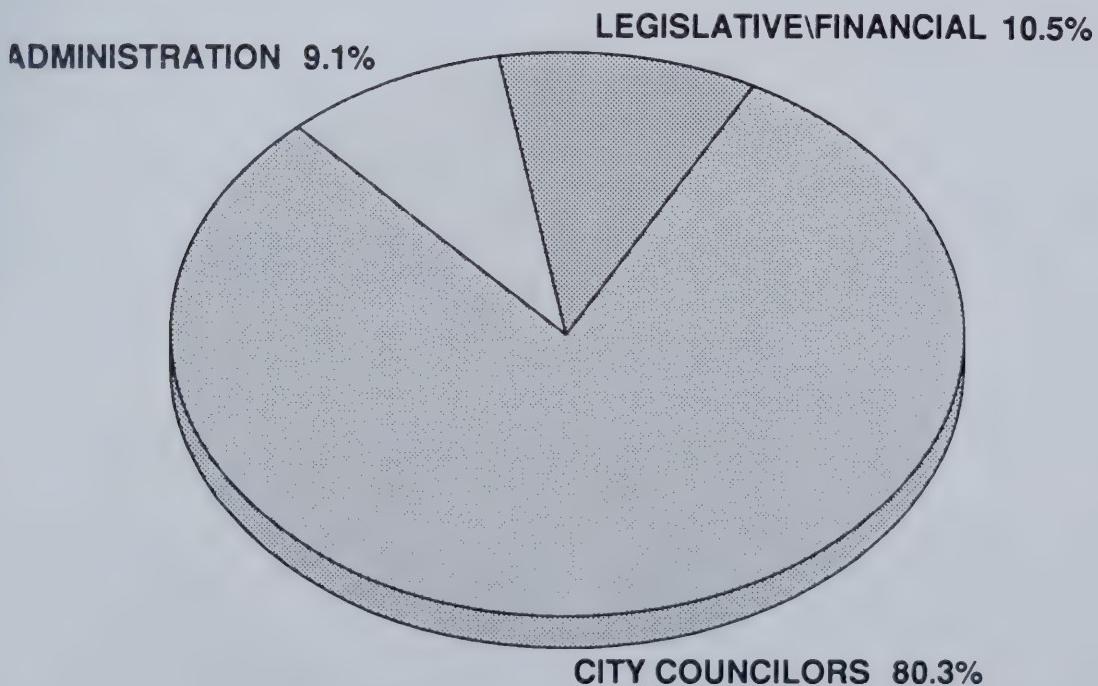
<b>PLUS:</b> DIFFERENTIAL PAYMENTS COLLECTIVE BARGAINING OTHER	0 0 10,300
<b>MINUS:</b> SALARY SAVINGS FY 93 TOTAL REQUEST	0.00 72.00 <hr/> 0 2,138,820

**Total Working January 1, 1991:**      **62.0**

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 CITY COUNCIL	PROGRAM 3 LEG/FIN SUP	TOTAL
<b>PERSONAL SERVICES</b>				
0100. Permanent Employees	114,030	1,785,000	239,790	2,138,820
0110. Emergency Employees				
0120. Overtime				
0160. Unemployment Comp		15,000		15,000
0170. Workmen's Comp				
TOTAL PERSONAL SERVICES	114,030	1,800,000	239,790	2,153,820
<b>CONTRACTUAL SERVICES</b>				
0210. Communications	6,295	39,510	6,295	52,100
0220. Light, Heat & Power				
0230. Water & Sewer				
0250. Garbage/Waste Removal				
0260. Repairs Bldg & Struct				
0270. Repairs & Serv Equip	3,370	9,540	540	13,450
0280. Transport of Persons				
0290. Misc Contractual Svcs	62,500	24,500	2,000	89,000
TOTAL CONTRACTUAL SERVICES	72,165	73,550	8,835	154,550
<b>SUPPLIES &amp; MATERIALS</b>				
0300. Auto Energy Supp				
0320. Food Supplies				
0330. Heat Supp & Mat				
0340. Household Supp & Mat				
0350. Medical, Dental, Etc				
0360. Office Supp & Mat	5,550	53,100	2,350	61,000
0370. Clothing Allowance				
0390. Misc Supp & Mat				
TOTAL SUPPLIES & MATERIALS	5,550	53,100	2,350	61,000
<b>CURRENT CHGS &amp; OBLIG</b>				
0450. Aid to Veterans				
0460. Equipment Lease/Purchase	21,000			21,000
0470. Indemnification				
0490. Other Current Charges	4,950	5,450	2,600	13,000
TOTAL CURRENT CHGS & OBLIG	25,950	5,450	2,600	34,000
<b>EQUIPMENT</b>				
0500. Automotive Equip				
0560. Office Furn & Equip				
0590. Misc Equipment	2,300			2,300
TOTAL EQUIPMENT	2,300	0	0	2,300
<b>OTHER</b>				
0600. Special Appropriation				
0700. Struct & Improvements				
0800. Land & Non-Structural				
TOTAL OTHER	0	0	0	0
<b>GRAND TOTAL</b>				
	219,995	1,932,100	253,575	2,405,670

# **PROGRAM 1. ADMINISTRATION**

ALICE HENNESSEY, MANAGER

ACCOUNT # 011-112-0112-CC01

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## **PROGRAM MISSION**

The mission of the Administration Program is to provide all administrative, computer and reception services, and to maintain supplies for all City Councilors.

- Processes over 200 invoices a year.
- Handles over 44,000 calls and visitors in a year.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To provide reception services.	Calls and visitors to the City Council/day.	200.
2 To maintain all 14 personnel accounts (1 for each Councilor and 1 for central staff) and all other accounting records.	Pct. of appropriation spent.	100% or less.
3 To furnish computer assistance to staff in all 13 Councilor offices.	Training sessions.	2.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 APPROPRIATION	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	109,696	116,563	114,030	114,030	
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp	7,318	1,481			
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	117,014	118,043	114,030	114,030	0
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	6,461	5,634	6,295	6,295	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	8,674	9,740	3,370	3,370	
0280. Transport of Persons					
0290. Misc Contractual Svcs	32,587	40,245	62,500	62,500	
TOTAL CONTRACTUAL SERVICES	47,722	55,619	72,165	72,165	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	25,610	17,361	5,550	5,550	
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	25,610	17,361	5,550	5,550	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	19,169	19,343	21,000	21,000	
0490. Other Current Charges	4,047	4,061	4,950	4,950	
TOTAL CURRENT CHGS & OBLIG	23,216	23,404	25,950	25,950	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment			2,300	2,300	
TOTAL EQUIPMENT	0	0	2,300	2,300	0
<b>OTHER</b>					
0600. Special Appropriation	510				
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	510	0	0	0	0
<b>GRAND TOTAL</b>	<b>214,072</b>	<b>214,428</b>	<b>219,995</b>	<b>219,995</b>	<b>0</b>

## **PROGRAM PERSONNEL**

### PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
CT MESSNGR		0.50	0.50	16,520				0.50	0.50	16,520
MSNGR-CLKR		1.00	1.00	17,700				1.00	1.00	17,700
OFFICE MGR		1.00	1.00	27,900				1.00	1.00	27,900
RECEP CC			1.00	26,590				1.00	1.00	26,590
STAFF DIR		0.50	0.50	22,000				0.50	0.50	22,000
<b>TOTAL</b>		<b>3.00</b>	<b>4.00</b>	<b>110,710</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>4.00</b>	<b>110,710</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		3,320
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>4.00</b>
		<b>114,030</b>

# **PROGRAM 2. CITY COUNCILORS**

CHRISTOPHER A. IANNELLA, MANAGER

ACCOUNT # 011-112-0112-CC02

## **PROGRAM MISSION**

The program services all constituent needs as directed by each individual councilor.

- 13 City Councilors (four elected at large, one each from nine districts) meet weekly as required by the Rules of the City Council.
- Legislation is sent to one of 25 committees for action.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To conduct regular City Council meetings.	Regular City Council weekly meetings.	35.
2 To sponsor, adopt or reject legislation.	Pieces of legislation considered.	400.
3 To provide oversight of City services and programs.	Committee hearings held.	100.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. CITY COUNCILORS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 APPROPRIATION	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,776,422	1,782,169	1,785,000	1,785,000	
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp			15,000	15,000	
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	1,776,422	1,782,169	1,800,000	1,800,000	0
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	35,444	28,116	39,510	39,510	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip		217	9,540	9,540	
0280. Transport of Persons					
0290. Misc Contractual Svcs	20,511	20,410	24,500	24,500	
TOTAL CONTRACTUAL SERVICES	55,955	48,743	73,550	73,550	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	21,849	22,190	53,400	53,100	-300
0370. Clothing Allowance					
0390. Misc Supp & Mat		60			
TOTAL SUPPLIES & MATERIALS	21,849	22,250	53,400	53,100	-300
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	2,685	3,104	5,450	5,450	
TOTAL CURRENT CHGS & OBLIG	2,685	3,104	5,450	5,450	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	1,783	441			
0590. Misc Equipment	396	274			
TOTAL EQUIPMENT	2,179	715	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>1,859,090</b>	<b>1,856,981</b>	<b>1,932,400</b>	<b>1,932,100</b>	<b>-300</b>

**PROGRAM PERSONNEL**  
PROGRAM 2. CITY COUNCILORS

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY 93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
CTY CNSLER		13.00	13.00	585,000					13.00	585,000
PERS STF		44.00	44.00	1,080,000					44.00	1,080,000
PRES STAFF		4.00	4.00	120,000					4.00	120,000
<b>TOTAL</b>		<b>61.00</b>	<b>61.00</b>	<b>1,785,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>61.00</b>	<b>1,785,000</b>
<b>PLUS:</b> DIFFERENTIAL PAYMENTS										0
COLLECTIVE BARGAINING										0
OTHER										0
<b>MINUS:</b> SALARY SAVINGS										0.00
FY 93 TOTAL REQUEST										<b>61.00</b>
										<b>1,785,000</b>

# **PROGRAM 3. LEGISLATIVE/FINANCIAL SUPPORT**

ALICE HENNESSEY, MANAGER

ACCOUNT # 011-112-0112-CC03

## **PROGRAM MISSION**

The mission of the Legislative/Financial Support Program is to research and draft all legislation filed by City Councilors and to prepare briefs when required. The program provides analysis of revenue projections and operating and capital budgets. City documents are distributed daily under this program.

- Reviews City operating budget (about 50 departments), capital plan and the school budget for the City of Boston.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To research, draft, and prepare legislation as directed by individual Councilors.	Pieces of legislation prepared/researched.	400.
2 To analyze the annual operating budget for the City.	a Departmental budgets analyzed.	59.
	b Hearings held.	70.
3 To manage the document room and update books and reports as required.	a Documents dispensed.	100.
	b City Council rules and regulations update.	1.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 3. LEGISLATIVE/FINANCIAL SUPPORT

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 APPROPRIATION	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	221,792	203,982	239,790	239,790	
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	221,792	203,982	239,790	239,790	0
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	5,527	4,356	6,295	6,295	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip		79	540	540	
0280. Transport of Persons	420	90	1,330		-1,330
0290. Misc Contractual Svcs			2,000	2,000	
TOTAL CONTRACTUAL SERVICES	5,947	4,525	10,165	8,835	-1,330
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	1,481	869	2,350	2,350	
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	1,481	869	2,350	2,350	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	529	484	1,400	2,600	1,200
TOTAL CURRENT CHGS & OBLIG	529	484	1,400	2,600	1,200
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	350	267			
TOTAL EQUIPMENT	350	267	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>230,099</b>	<b>210,127</b>	<b>253,705</b>	<b>253,575</b>	<b>-130</b>

**PROGRAM PERSONNEL**  
PROGRAM 3. LEGISLATIVE/FINANCIAL SUPPORT

POSITION	GRADE	FILLED	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
		3/17/92	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
AS CL COMM			1.00	33,030				1.00	33,030	
CH RES CC		1.00	1.00	40,450				1.00	40,450	
CITY CLERK				4,000					4,000	
CT MESSNGR		0.50	0.50	16,520				0.50	16,520	
LEGIS ASST		2.00	2.00	56,160				2.00	56,160	
LEGIS SEC		1.00	1.00	21,000				1.00	21,000	
STAFF DIR		0.50	0.50	22,000				0.50	22,000	
SUPV-FIN		1.00	1.00	39,650				1.00	39,650	
<b>TOTAL</b>		<b>6.00</b>	<b>7.00</b>	<b>232,810</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>7.00</b>	<b>232,810</b>
 <b>PLUS:</b> DIFFERENTIAL PAYMENTS										
COLLECTIVE BARGAINING										
OTHER										
<b>MINUS:</b> SALARY SAVINGS										
FY 93 TOTAL REQUEST										

# CITY COUNCIL

## M/WBE PROGRAM COMMITMENT - FY93

The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

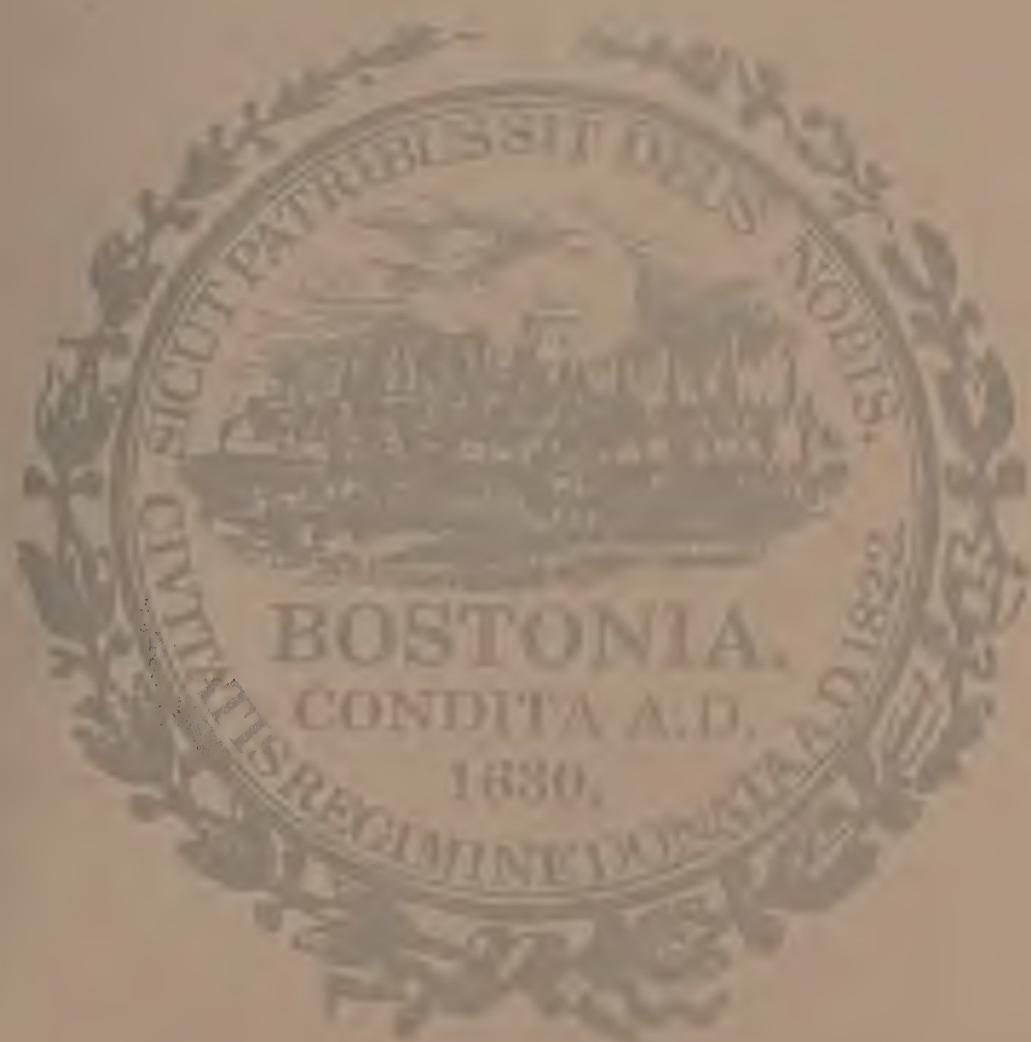
That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



Christopher A. Javella  
Agency Manager





# MEDICARE PAYMENTS

ACCOUNT # 011-139-0139

## PURPOSE OF APPROPRIATION

The Medicare Payments appropriation supports federal regulations which extend mandatory Medicare coverage to municipal employees.

## DESCRIPTION OF SERVICES

Federal law requires the City of Boston and County of Suffolk to pay the Social Security Trust Fund, a Medicare insurance premium amounting to 1.45% of an employee's salary up to \$125,000 for each employee hired after March 31, 1986. The Medicare Payments appropriation reflects the amount of this contribution. The City's payment is matched by an equal contribution from the employee.

## BUDGET

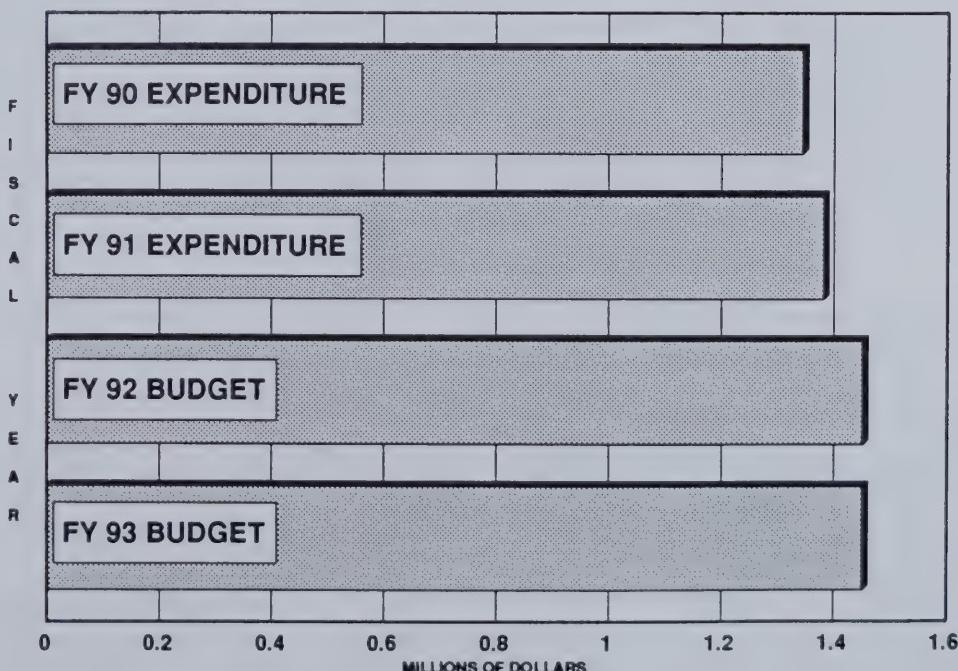
	FY93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
<b>TOTAL APPROPRIATION</b>	-0-	<b>\$1,450,000</b>

NOTE: This appropriation is broken down as follows: City expense \$1,260,000; County expense \$190,000.

## AUTHORIZING STATUTES/ORDINANCES

PL99-272, Consolidated Omnibus Budget Reconciliation Act, 1986.

## HISTORICAL EXPENDITURES



# PENSIONS AND ANNUITIES — CITY

ACCOUNT # 011-374-0374

## PURPOSE OF APPROPRIATION

The Pensions and Annuities appropriation funds the City's payments to retired City officials and employees who were not members of the contributory retirement systems.

## DESCRIPTION OF SERVICES

There are approximately 600 individuals currently in the City's non-contributory system. They are members of the 4% pension system and those who qualify under the Veteran's Retirement Law as being World War II veterans, having 30 years of service, and being employed prior to 1939.

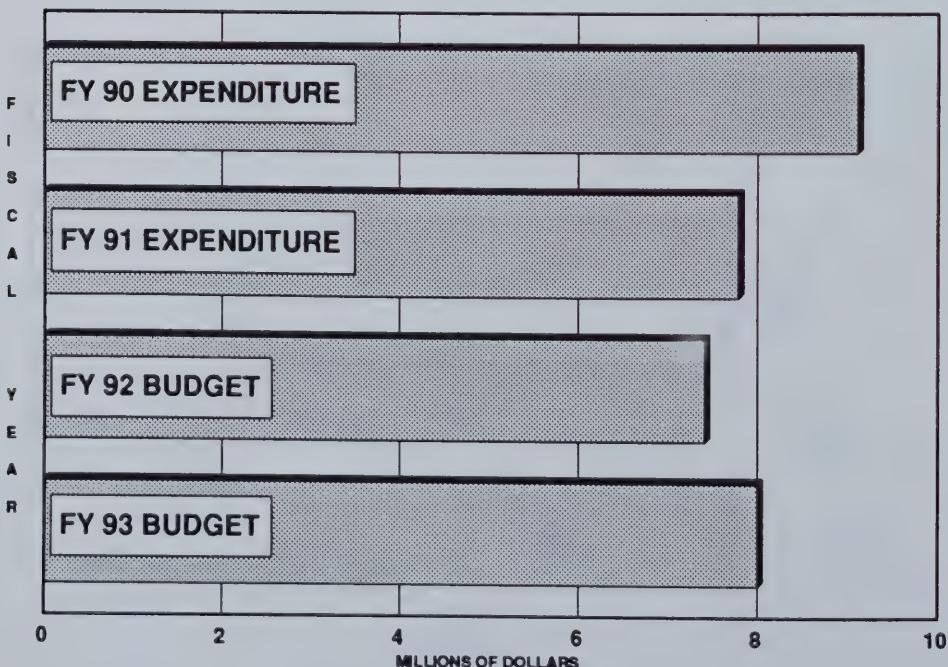
## BUDGET

	FY93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
<b>TOTAL APPROPRIATION</b>	0	<b>\$8,000,000</b>

## AUTHORIZING STATUTES/ORDINANCES

MGLA c. 32, s. 59a, Ch. 490, Acts of 1961

## HISTORICAL EXPENDITURES



# PENSIONS AND ANNUITIES — COUNTY

ACCOUNT # 014-749-1375

## PURPOSE OF APPROPRIATION

The Pensions and Annuities appropriation funds the County's payments to retired County officials and employees who were not members of the contributory retirement systems.

## DESCRIPTION OF SERVICES

Individuals paid under this system are veterans of World War II, have 30 years of service, and were employed prior to 1939.

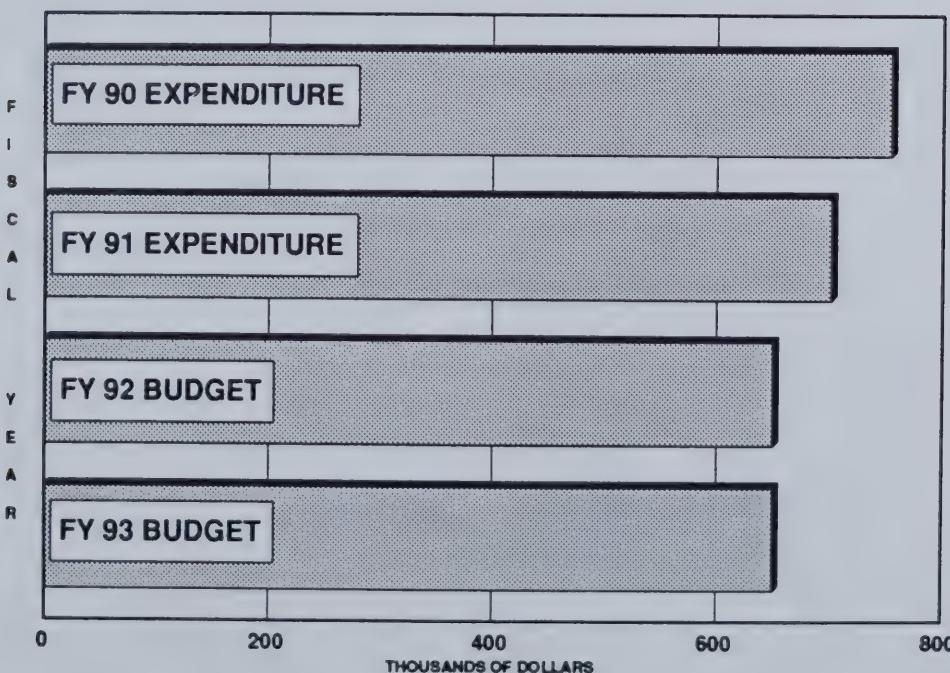
## BUDGET

	FY93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
TOTAL APPROPRIATION	0	\$650,000

## AUTHORIZING STATUTES/ORDINANCES

MGLA c. 32, s. 59 a,Ch. 490, Acts of 1961

## HISTORICAL EXPENDITURES



# UNEMPLOYMENT COMPENSATION

ACCOUNT # 011-199-0199

## PURPOSE OF APPROPRIATION

The Unemployment Compensation appropriation provides funds to carry out provisions of the Massachusetts Unemployment Security Law, MGLA c. 151A, as it pertains to former City and County employees.

## DESCRIPTION OF SERVICES

The appropriation provides payment of unemployment claims.

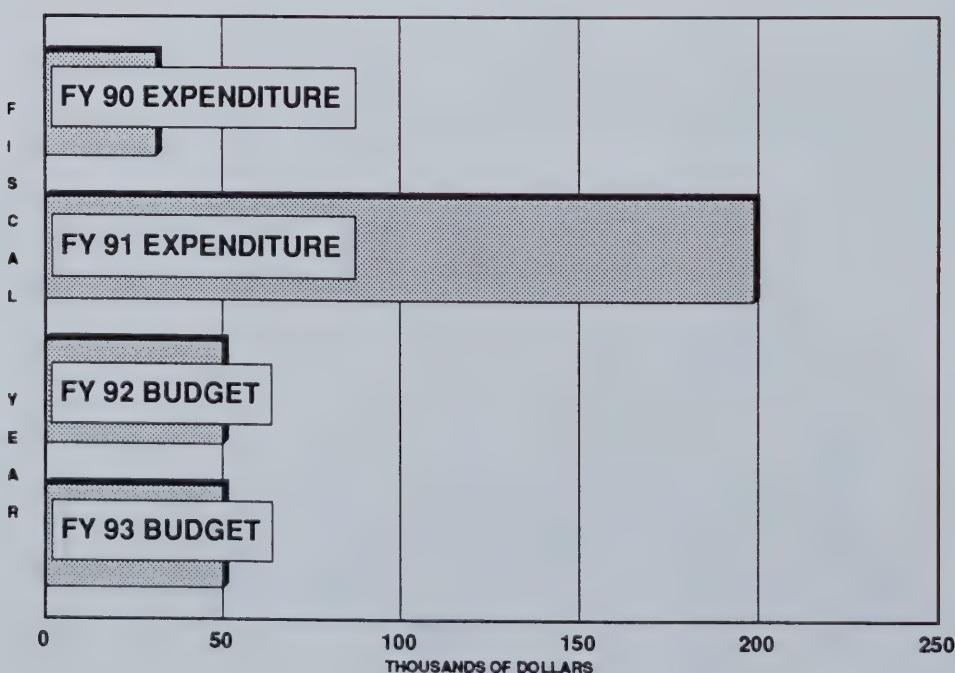
## BUDGET

	FY93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
TOTAL APPROPRIATION	-0-	\$50,000

## AUTHORIZING STATUTES/ORDINANCES

*Employment Security*, MGLA c. 151A

## HISTORICAL EXPENDITURES



# WORKERS' COMPENSATION FUND

ACCOUNT # 011-341-0342

## PURPOSE OF APPROPRIATION

The Workers' Compensation Fund provides for proper payments of compensation benefits, medical treatment, and if necessary, rehabilitation for employees permanently injured in industrial accidents.

## DESCRIPTION OF SERVICES

This account provides prompt payment of compensation benefits, medical treatment, and rehabilitation for City and County employees with permanent injuries resulting from work-related accidents. Benefits for employees incurring temporary injuries are paid by the individual City and County departments.

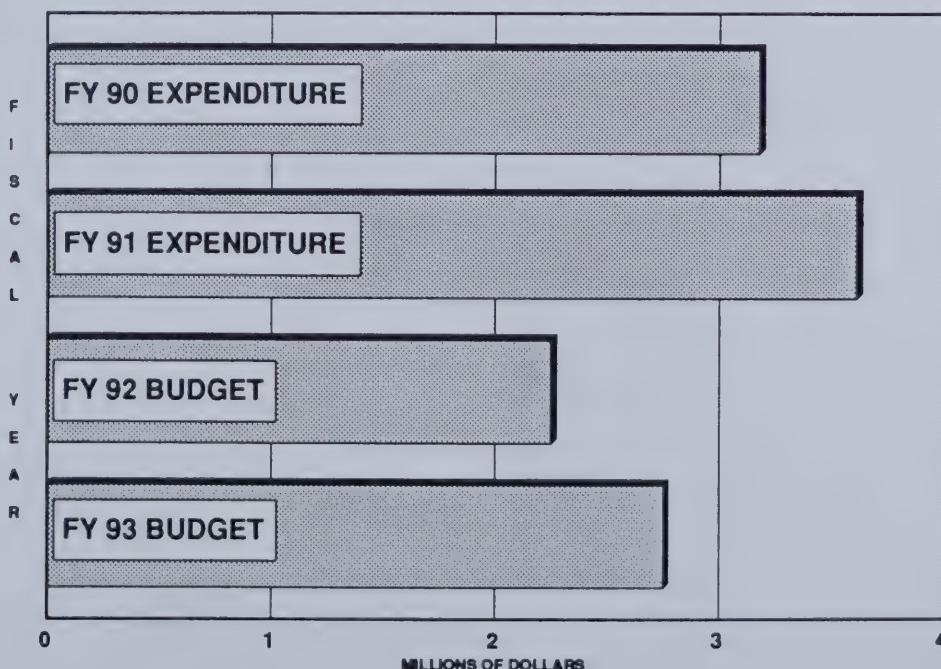
The account also covers the City's state-mandated contributions to the Public Trust Fund, a fund of the Commonwealth whose proceeds are used to pay cost of living adjustments, second injury compensation, and other reimbursements.

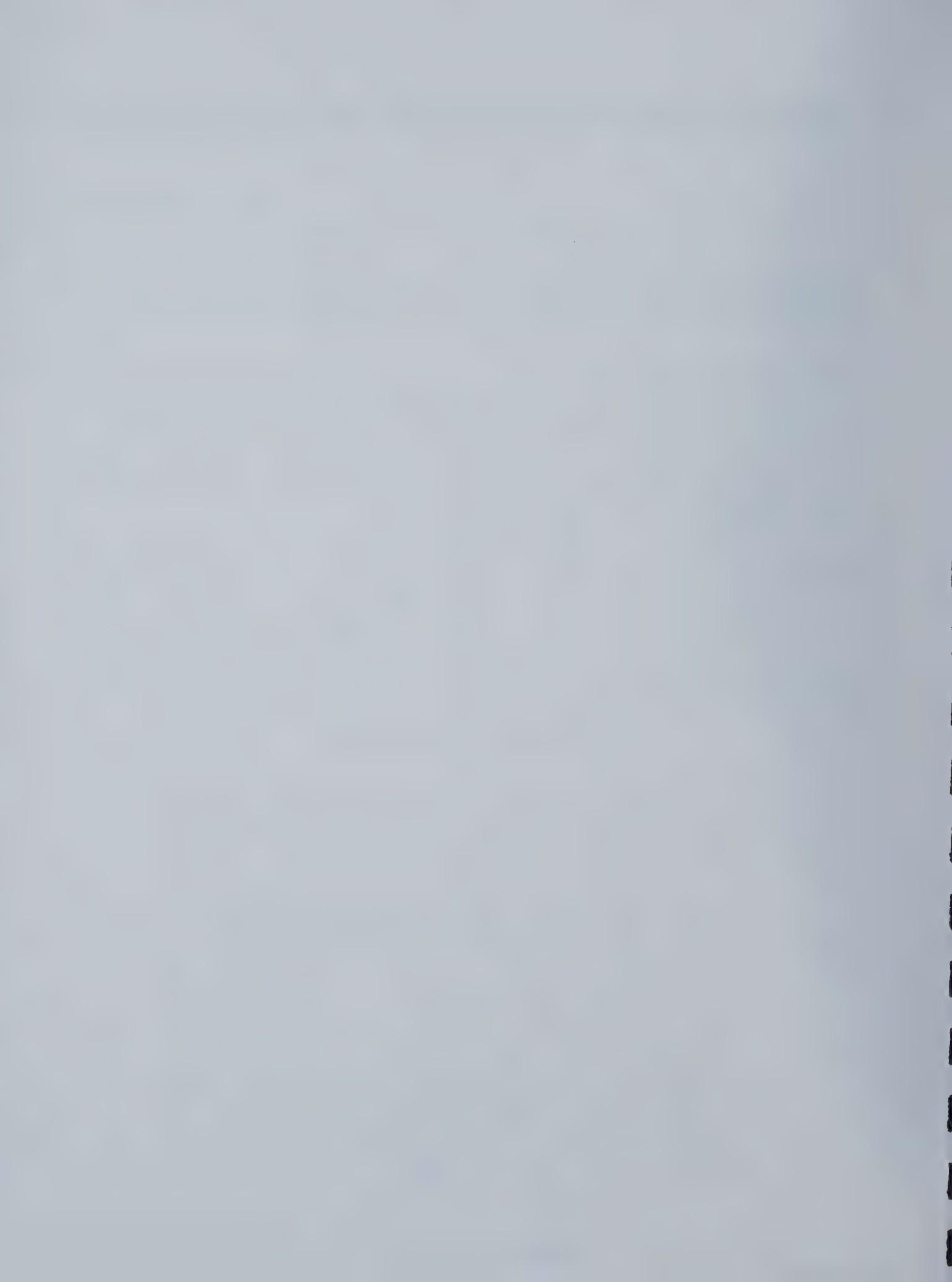
## BUDGET

		FY93 RECOMMENDED BUDGET	
		FUNDED QUOTA	TOTAL DOLLARS
TOTAL APPROPRIATION		0	\$2,750,000

NOTE: This appropriation is broken down as follows: City expense \$2,250,000; County expense \$500,000.

## HISTORICAL EXPENDITURES









# EXECUTIONS OF COURTS

ACCOUNT # 011-333-0333

## PURPOSE OF APPROPRIATION

The Executions of Courts appropriation provides for the payment of awards for damages to persons or property as a result of claims against the City of Boston and its agencies and employees. The appropriation also provides for other categories of claims against the City.

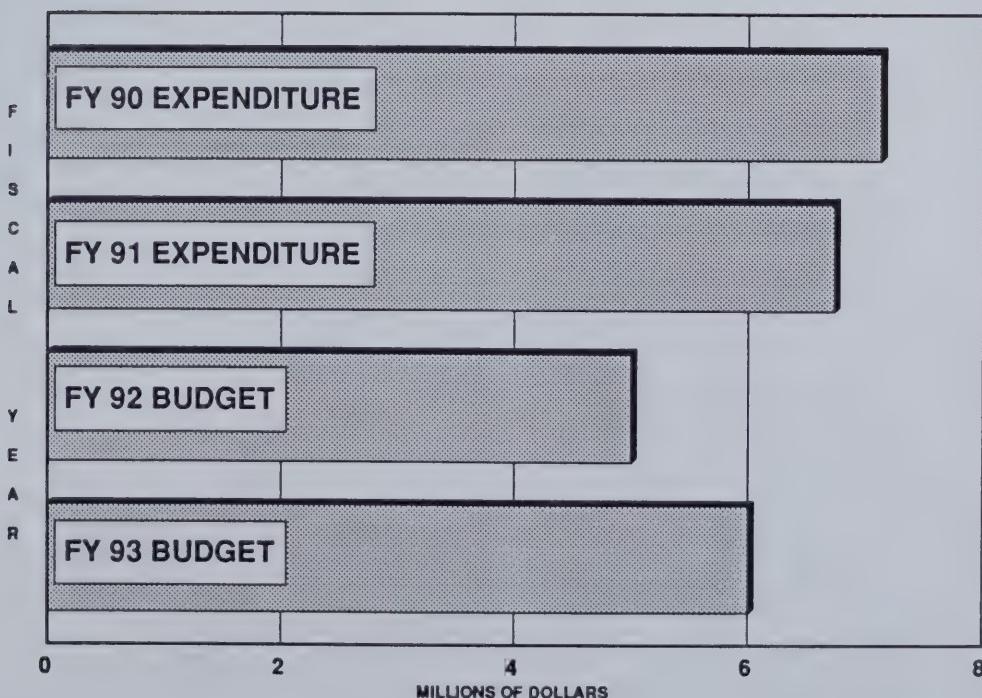
## DESCRIPTION OF SERVICES

This appropriation is used to fund settlements, awards, and court orders.

## BUDGET

	FY93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
TOTAL APPROPRIATION	-0-	\$6,000,000

## HISTORICAL EXPENDITURES

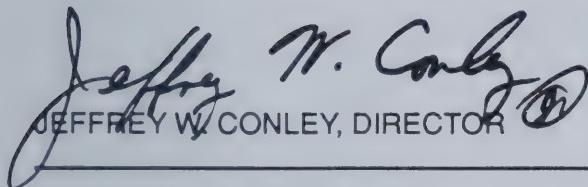








# FINANCE COMMISSION



Jeffrey W. Conley  
JEFFREY W. CONLEY, DIRECTOR

ACCOUNT # 011-193-0193

## DEPARTMENT MISSION

The Finance Commission investigates matters relating to appropriations, loans, expenditures, accounts, and methods of administration affecting the City of Boston or Suffolk County, or any department thereof which the Commission determines requires investigation. The Commission reports its findings to the Mayor, the City Council, and the general public.

## DESCRIPTION OF SERVICES

The Finance Commission conducts investigations into all matters it deems appropriate. The Commission hires independent staff who conduct much of the investigations, with the Commission publishing and presenting all final reports. The Finance Commission also reviews, and if necessary investigates, all contracts referred to it and reports its findings and recommendations to the Mayor.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. FINANCE COMMISSION	4.0	\$125,470
<b>TOTAL DEPARTMENT</b>	<b>4.0</b>	<b>\$125,470</b>

## AUTHORIZING STATUTES/ORDINANCES

*Finance Commission*, Ch. 562, Acts of 1908; Ch. 486, s. 17, Acts of 1909; Ch. 740, s. 3, Acts of 1964

*Duties*, Ch. 486, s. 18-19, Acts of 1909; Ch. 261, Acts of 1948

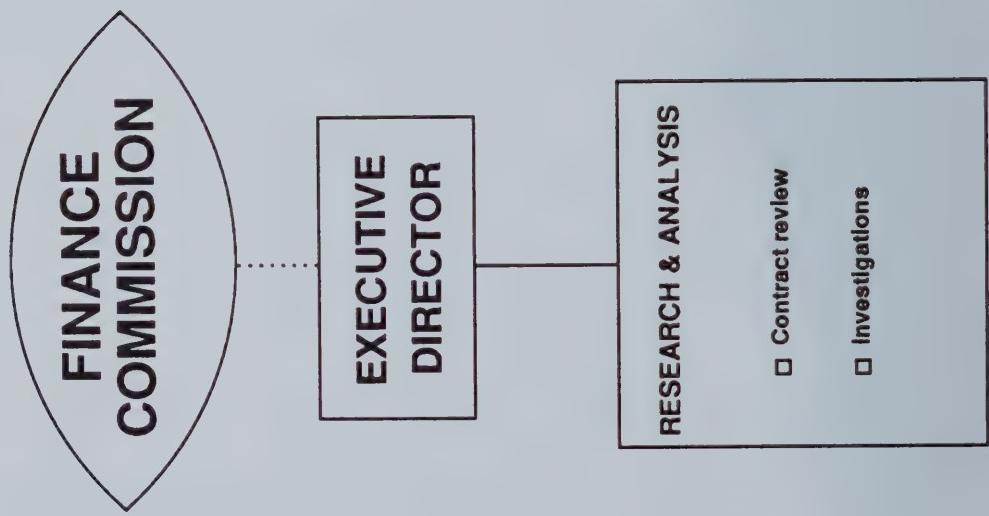
*Referrals to Finance Commission by the Mayor, Auditor, or Collector-Treasurer*, Ch. 486, s. 18-19, Acts of 1909; Ch. 452, s. 49-50, Acts of 1948

*Expenses*, Ch. 894, Acts of 1965

*Powers, Penalties, Perjury, Depositions, Protection Against Self-Incrimination*, Ch. 486, s. 20-21, Acts of 1909

*Off-Street Parking Facilities, Eminent Domain*, Ch. 474, s. 1a, Acts of 1946

# FINANCE COMMISSION



## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	113,921	117,830	123,458	121,328	-2,130
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	113,921	117,830	123,458	121,328	-2,130
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,756	1,601	1,380	1,380	
0220. Light, Heat & Power	600	714			
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	1,205	1,589	750	750	
0280. Transport of Persons					
0290. Misc Contractual Svcs	3,929	341	692	692	
TOTAL CONTRACTUAL SERVICES	7,490	4,245	2,822	2,822	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	849	681	320	320	
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	849	681	320	320	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	21,478	21,384	1,000	1,000	
TOTAL CURRENT CHGS & OBLIG	21,478	21,384	1,000	1,000	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	132				
0590. Misc Equipment		2,875			
TOTAL EQUIPMENT	132	2,875	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>143,870</b>	<b>147,014</b>	<b>127,600</b>	<b>125,470</b>	<b>-2,130</b>

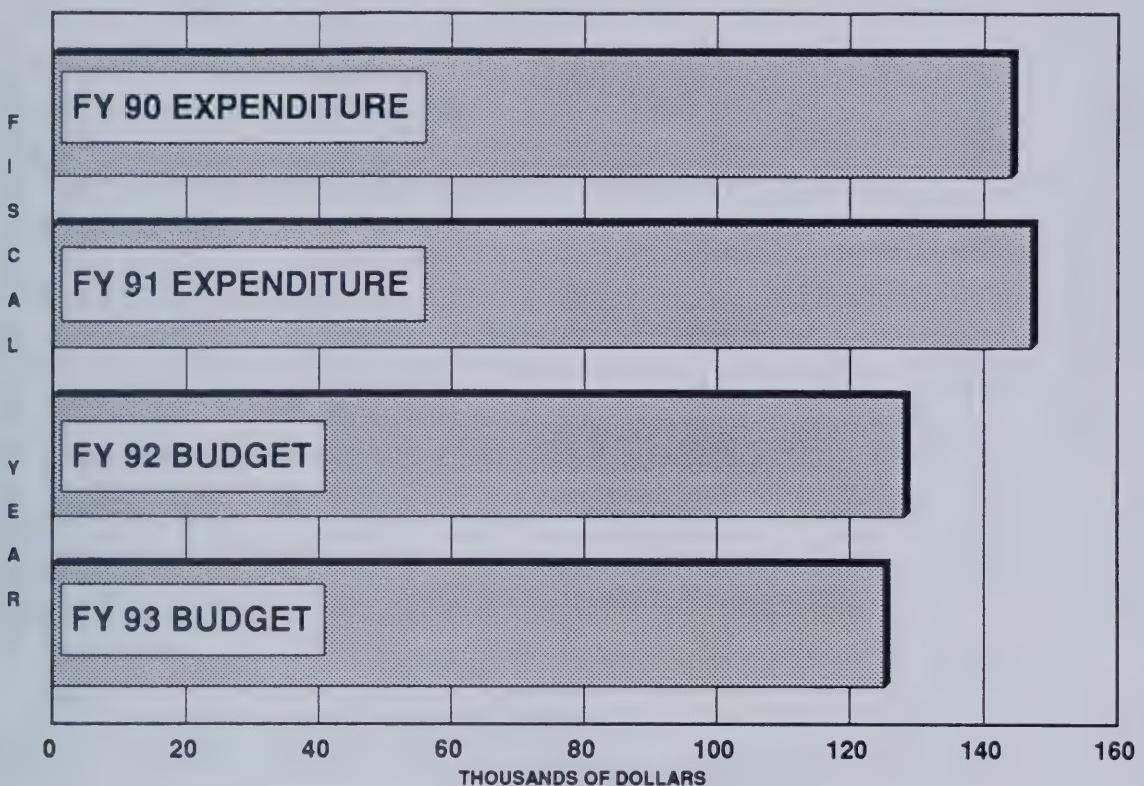
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	SALARY
ADMIN ASST		1.00	1.00	22,272				1.00	22,272
CHAIRMAN		1.00	1.00	5,000				1.00	5,000
EXEC DIR		1.00	1.00	49,962				1.00	49,962
FIN ANALST		1.00	1.00	42,827				1.00	42,827
<b>TOTAL</b>		<b>4.00</b>	<b>4.00</b>	<b>120,061</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>4.00</b>	<b>120,061</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	1,267
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>4.00</b>

**Total Working January 1, 1991:**      **4.0**

## HISTORICAL EXPENDITURES



# **PROGRAM 1. FINANCE COMMISSION**

JEFFREY W. CONLEY, MANAGER

ACCOUNT # 011-193-0193-FC01

## **PROGRAM MISSION**

The Finance Commission investigates matters relating to appropriations, loans, expenditures, accounts, and methods of administration affecting the City of Boston or Suffolk County, or any department thereof which the Commission determines requires investigation. The Commission reports its findings to the Mayor, the City Council, and the general public.

- Independent reviews of approximately 1,000 unadvertised contracts.
- Independent reviews of 100 non-low bid award contracts.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To carry out all investigations determined appropriate by the Finance Commission.	Reports issued.	2.
2 To review and, if necessary, investigate all non-Chapter 30B contracts referred to the Commission by the Mayor.	Contracts reviewed or investigated.	To be reported.
3 To review contracts falling under Chapter 30B for compliance with regulations.	a Contracts reviewed. b Contracts found not in compliance.	3,000. 3.

# **FINANCE COMMISSION**

## **M/WBE PROGRAM COMMITMENT - FY93**

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

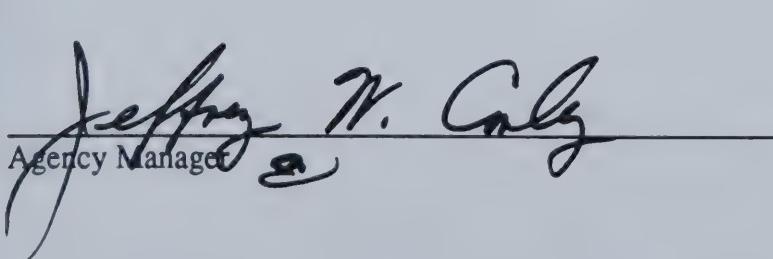
That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



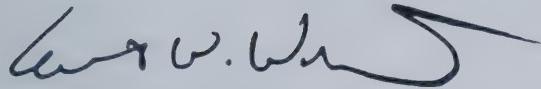
\_\_\_\_\_  
Jeffrey W. Colby  
Agency Manager







# LAW DEPARTMENT



ALBERT W. WALLIS, CORPORATION COUNSEL

ACCOUNT # 011-151-0151

## DEPARTMENT MISSION

The Law Department has general charge of all legal work of the City and represents the City of Boston and Suffolk County in all litigation to which they are party. The Department also furnishes legal advice and opinions to the Mayor, the City Council, and all City and County officials in matters relating to the discharge of their official duties.

## DESCRIPTION OF SERVICES

The Law Department provides legal services to the City of Boston, its departments, agencies, boards, and commissions, and to its employees in matters related to their official responsibilities. It represents these entities and individuals in litigation of all types, and provides formal and informal opinions to the Mayor, City Council, and the state legislature. The Department also initiates foreclosure proceedings on tax delinquent properties.

## DEPARTMENT BUDGET

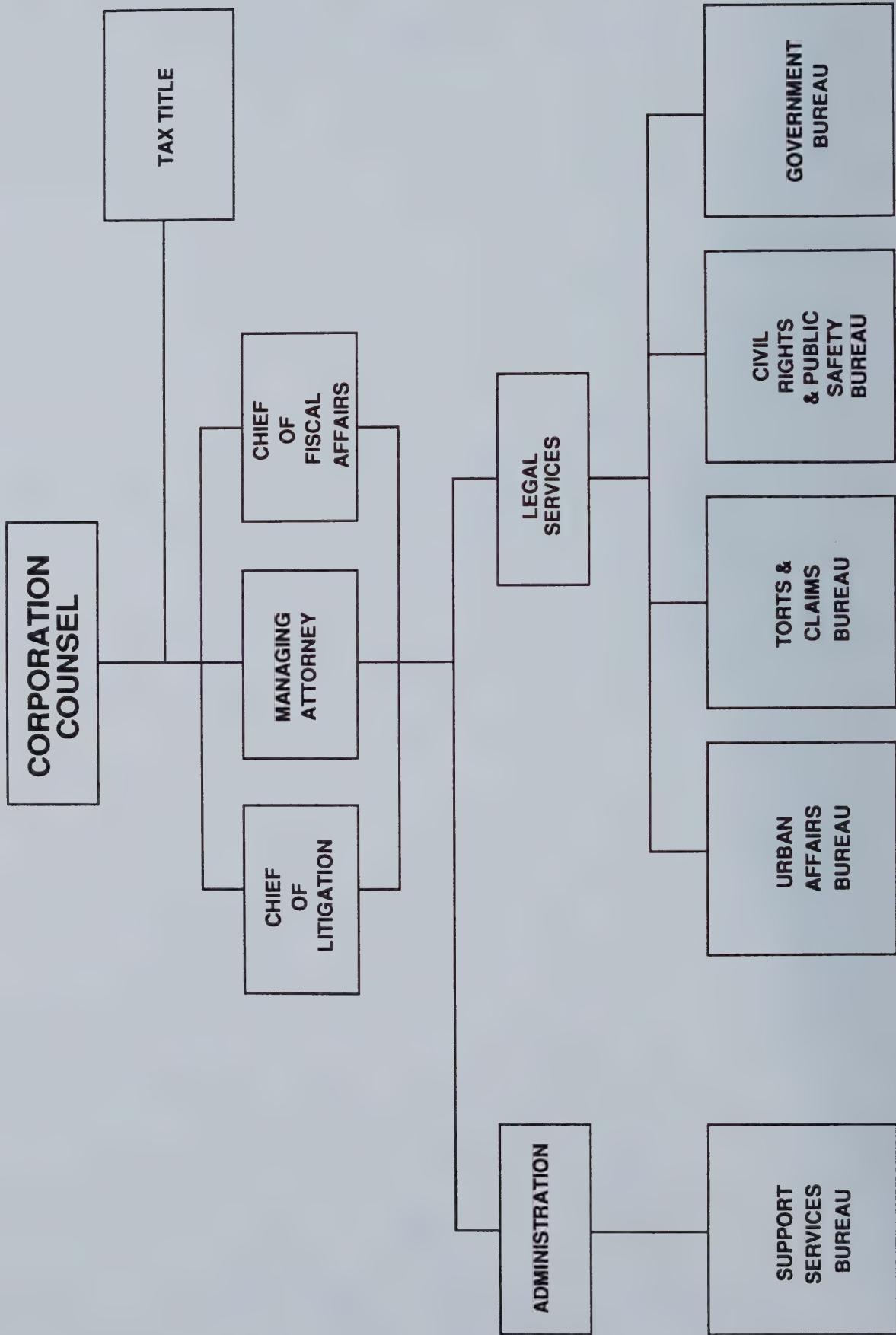
PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	15.0	\$583,445
2. TAX TITLE	6.0	\$267,360
3. LEGAL SERVICES	30.0	\$2,302,845
<b>TOTAL DEPARTMENT</b>	<b>51.0</b>	<b>\$3,153,650</b>

## AUTHORIZING STATUTES/ORDINANCES

*General Responsibilities of Law Department and Corporation Counsel, CBC Ord. 5, s. 450*

*Appointment of Corporation Counsel, CBC Ord. 2, s. 350*

# LAW DEPARTMENT



## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,884,927	1,913,631	2,100,440	2,161,120	60,680
0110. Emergency Employees		7,107			
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp		2,714			
TOTAL PERSONAL SERVICES	1,884,927	1,923,452	2,100,440	2,161,120	60,680
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	41,010	35,739	45,000	47,000	2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	13,019	12,141	15,200	17,300	2,100
0280. Transport of Persons	4,436	2,454	500	6,000	5,500
0290. Misc Contractual Svcs	1,314,292	1,846,532	1,036,520	779,500	-257,020
TOTAL CONTRACTUAL SERVICES	1,372,757	1,896,866	1,097,220	849,800	-247,420
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	19,309	19,813	27,700	36,050	8,350
0370. Clothing Allowance					
0390. Misc Supp & Mat		96	1,000	1,750	750
TOTAL SUPPLIES & MATERIALS	19,309	19,909	28,700	37,800	9,100
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	8,255	2,210		23,280	23,280
0490. Other Current Charges	20,672	49,828	40,640	11,415	-29,225
TOTAL CURRENT CHGS & OBLIG	28,927	52,038	40,640	34,695	-5,945
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip				22,735	22,735
0590. Misc Equipment				47,500	47,500
TOTAL EQUIPMENT	0	0	0	70,235	70,235
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>3,305,920</b>	<b>3,892,265</b>	<b>3,267,000</b>	<b>3,153,650</b>	<b>-113,350</b>

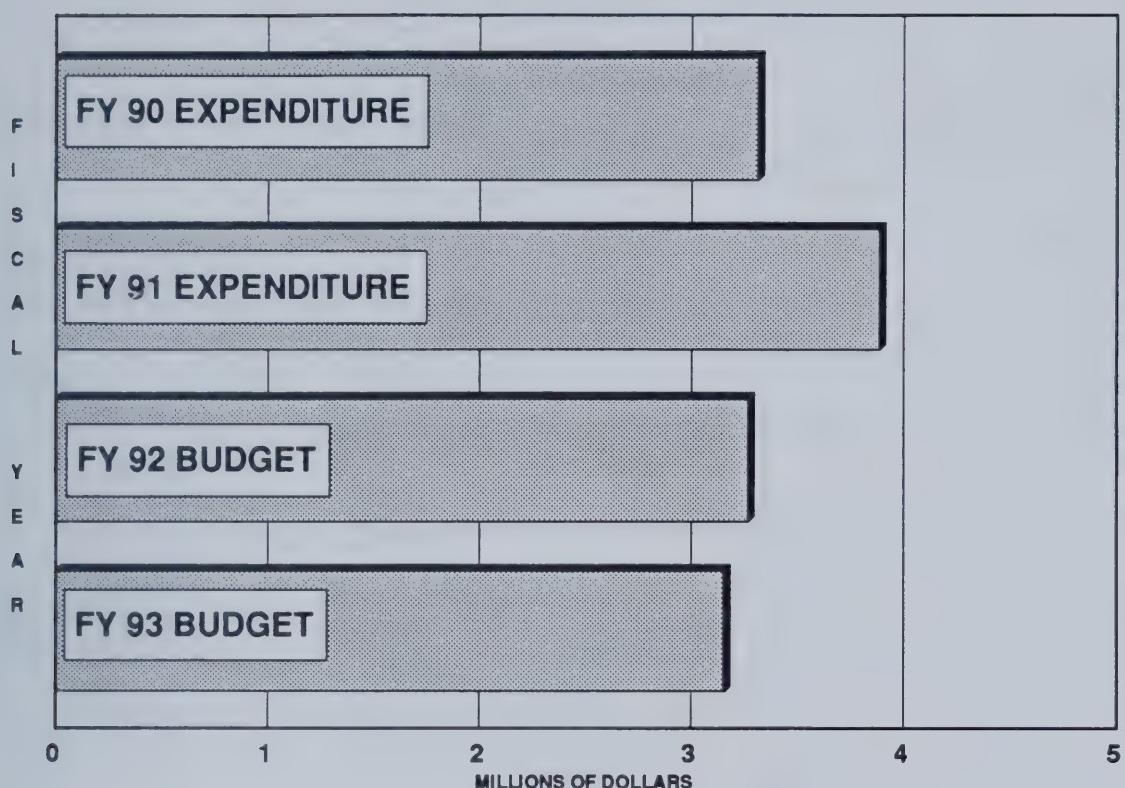
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
CORP CNSEL		1.00	1.00	73,610					1.00	73,610
SPEC INVST				16,000						16,000
A CP CNS 7	MM14	1.00	1.00	63,900					1.00	63,900
A A LAW	MM12	1.00	1.00	66,660					1.00	66,660
A CP CNS 6	MM12	4.00	4.00	259,840					4.00	259,840
S LEG A LW	MM10	1.00	1.00	60,430					1.00	60,430
A CP CNS 4	MM9	2.00	2.00	110,250					2.00	110,250
A CP CNS 3	MM8	4.00	4.00	207,330					4.00	207,330
PR ADM AST	MM8	1.00	1.00	47,040					1.00	47,040
A CP CNS 2	MM7	3.00	5.00	222,170					5.00	222,170
A CP CNS 1	MM6	11.00	11.00	398,180					11.00	398,180
SR ADM AST	MM6	1.00	1.00	43,040					1.00	43,040
PR LEG AST	MM5	1.00	1.00	39,420					1.00	39,420
EXEC ASST	R16	3.00	3.00	98,510					3.00	98,510
RES AN LAW	R16	1.00	1.00	34,910					1.00	34,910
ADMIN ASST	R15	6.00	6.00	193,140					6.00	193,140
ADMIN SECY	R14	3.00	3.00	84,700					3.00	84,700
SR LEG AST	R14	3.00	3.00	76,380					3.00	76,380
HD CLK SEC	R12	1.00	1.00	25,510					1.00	25,510
PR CLK TYP	R8	1.00	1.00	17,750					1.00	17,750
<b>TOTAL</b>		<b>49.00</b>	<b>51.00</b>	<b>2,138,770</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>51.00</b>	<b>2,138,770</b>

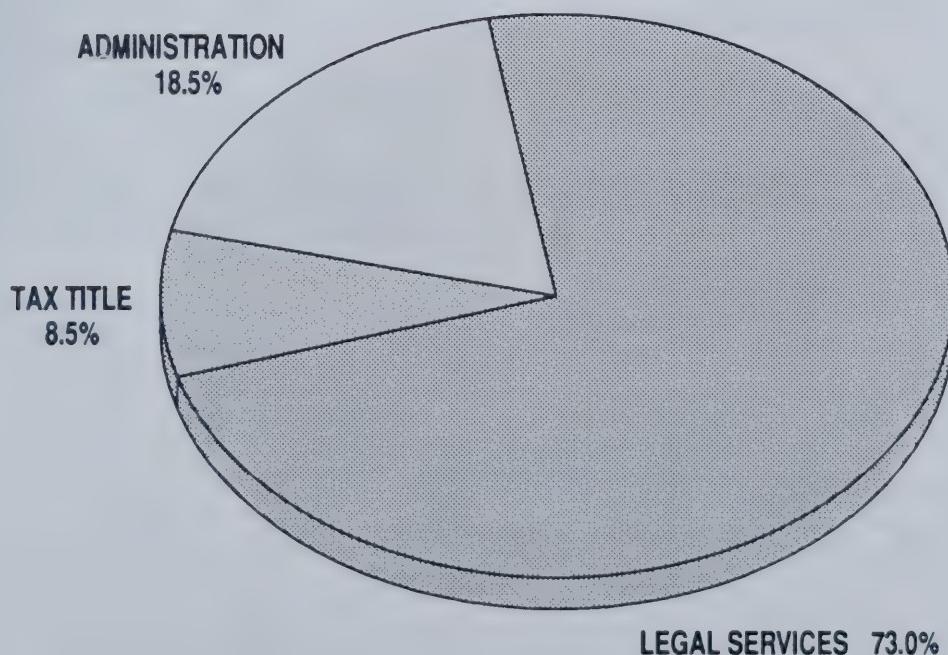
<b>PLUS:</b> DIFFERENTIAL PAYMENTS COLLECTIVE BARGAINING OTHER	0 0 22,350
<b>MINUS:</b> SALARY SAVINGS FY 93 TOTAL REQUEST	0.00 51.00 <hr style="width: 100%;"/> 0 2,161,120

**Total Working January 1, 1991:** 45

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 TAX TITLE	PROGRAM 3 LEGAL SVC	TOTAL
<b>PERSONAL SERVICES</b>				
0100. Permanent Employees	519,930	234,670	1,406,520	2,161,120
0110. Emergency Employees				
0120. Overtime				
0160. Unemployment Comp				
0170. Workmen's Comp				
TOTAL PERSONAL SERVICES	519,930	234,670	1,406,520	2,161,120
<b>CONTRACTUAL SERVICES</b>				
0210. Communications	6,000	10,000	31,000	47,000
0220. Light, Heat & Power				
0230. Water & Sewer				
0250. Garbage/Waste Removal				
0260. Repairs Bldg & Struct				
0270. Repairs & Serv Equip	6,700	6,600	4,000	17,300
0280. Transport of Persons			6,000	6,000
0290. Misc Contractual Svcs	1,500	10,500	767,500	779,500
TOTAL CONTRACTUAL SERVICES	14,200	27,100	808,500	849,800
<b>SUPPLIES &amp; MATERIALS</b>				
0300. Auto Energy Supp				
0320. Food Supplies				
0330. Heat Supp & Mat				
0340. Household Supp & Mat				
0350. Medical, Dental, Etc				
0360. Office Supp & Mat	10,600	4,450	21,000	36,050
0370. Clothing Allowance				
0390. Misc Supp & Mat	1,300	350	100	1,750
TOTAL SUPPLIES & MATERIALS	11,900	4,800	21,100	37,800
<b>CURRENT CHGS &amp; OBLIG</b>				
0450. Aid to Veterans				
0460. Equipment Lease/Purchase	23,280			23,280
0470. Indemnification				
0490. Other Current Charges	1,200	790	9,425	11,415
TOTAL CURRENT CHGS & OBLIG	24,480	790	9,425	34,695
<b>EQUIPMENT</b>				
0500. Automotive Equip				
0560. Office Furn & Equip	12,935		9,800	22,735
0590. Misc Equipment			47,500	47,500
TOTAL EQUIPMENT	12,935	0	57,300	70,235
<b>OTHER</b>				
0600. Special Appropriation				
0700. Struct & Improvements				
0800. Land & Non-Structural				
TOTAL OTHER	0	0	0	0
<b>GRAND TOTAL</b>	<b>583,445</b>	<b>267,360</b>	<b>2,302,845</b>	<b>3,153,650</b>

# PROGRAM 1. ADMINISTRATION

ALBERT W. WALLIS, MANAGER

ACCOUNT # 011-151-0151-LW01

## PROGRAM MISSION

The Administration Program provides the Law Department with the administrative structure and support services necessary for the Department to carry out its day-to-day activities. It fulfills the general managerial functions of recruitment, training, and supervision of personnel. It anticipates work-flow changes, sets operating policy for all Department staff, and investigates and processes claims against the City of Boston.

- Maintains and administers a 13,000 volume law library to support legal operations.
- Processes claims against the City averaging 1,500 to 2,000 filings per year.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To receive, process, and investigate monetary claims filed against the City.	a Pct. of claims processed for defects in public ways (MGL c.84).  b Pct. of claims processed for general negligence.	100%.
2 To review City contracts.	a Contracts reviewed.  b Days to review non-competitively bid contracts.  c Days to review competitively bid contracts.	3,000.  14.  10.
3 To administer and maintain an up-to-date law library.	Sets of updates and new acquisitions.	150.
4 To design and install an office automation system to support office management, case management, attorney training, and public information functions in the Department.	a Design completed by 12/31/92.  b Installation completed by 6/30/93.	1.  1.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	675,241	892,381	526,270	519,930	-6,340
0110. Emergency Employees		7,107			
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp		2,714			
TOTAL PERSONAL SERVICES	675,241	902,202	526,270	519,930	-6,340
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	17,252	15,467	8,000	6,000	-2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	310	1,271	4,700	6,700	2,000
0280. Transport of Persons					
0290. Misc Contractual Svcs	1,202	14,529	4,000	1,500	-2,500
TOTAL CONTRACTUAL SERVICES	18,764	31,267	16,700	14,200	-2,500
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	5,795	12,298	9,250	10,600	1,350
0370. Clothing Allowance					
0390. Misc Supp & Mat		62	800	1,300	500
TOTAL SUPPLIES & MATERIALS	5,795	12,360	10,050	11,900	1,850
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	8,255	2,210		23,280	23,280
0490. Other Current Charges	1,380	1,701	4,050	1,200	-2,850
TOTAL CURRENT CHGS & OBLIG	9,635	3,911	4,050	24,480	20,430
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip				12,935	12,935
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	12,935	12,935
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>					
	<b>709,435</b>	<b>949,740</b>	<b>557,070</b>	<b>583,445</b>	<b>26,375</b>

**PROGRAM PERSONNEL**  
PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
SPEC INVST			8,000						8,000	
A CP CNS 7	MM14	1.00	1.00	63,900					1.00	63,900
PR ADM AST	MM8	1.00	1.00	47,040					1.00	47,040
PR LEG AST	MM5	1.00	1.00	39,420					1.00	39,420
EXEC ASST	R16	3.00	3.00	98,510					3.00	98,510
ADMIN ASST	R15	5.00	5.00	160,860					5.00	160,860
ADMIN SECY	R14	2.00	2.00	56,010					2.00	56,010
HD CLK SEC	R12	1.00	1.00	25,510					1.00	25,510
PR CLK TYP	R8	1.00	1.00	17,750					1.00	17,750
<b>TOTAL</b>		<b>15.00</b>	<b>15.00</b>	<b>517,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>15.00</b>	<b>517,000</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	2,930
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>15.00</b>
		<b>519,930</b>

## **PROGRAM 2. TAX TITLE**

LEO D.MCNIFF, MANAGER

ACCOUNT # 011-151-0151-LW02

### **PROGRAM MISSION**

The Law Department's Tax Title Program oversees the initiation of foreclosure proceedings and the collection of delinquent real estate taxes on property located in Boston in coordination with the Collector-Treasurer, the Director of Public Facilities, and the City Assessor.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To facilitate the collection of delinquent real estate taxes.	Delinquent taxes, penalties, and interest collected.	\$2.25M.
2 To initiate foreclosure proceedings in Land Court.	Foreclosure proceedings initiated.	1,300.
3 To make foreclosures on abandoned tax delinquent properties and settle foreclosure cases, as components of restoring property to viable housing stock.	a Properties converted from tax delinquent to foreclosure status.  b Cases withdrawn from Land Court and settled.	300.  800.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. TAX TITLE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	198,101	206,743	234,210	234,670	460
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	198,101	206,743	234,210	234,670	460
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	7,963	6,872	8,000	10,000	2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	11,709	10,570	6,500	6,600	100
0280. Transport of Persons					
0290. Misc Contractual Svcs	14,779	6,409	6,000	10,500	4,500
TOTAL CONTRACTUAL SERVICES	34,451	23,851	20,500	27,100	6,600
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat		208	3,950	4,450	500
0370. Clothing Allowance					
0390. Misc Supp & Mat			100	350	250
TOTAL SUPPLIES & MATERIALS	0	208	4,050	4,800	750
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	874	915	1,250	790	-460
TOTAL CURRENT CHGS & OBLIG	874	915	1,250	790	-460
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>233,426</b>	<b>231,717</b>	<b>260,010</b>	<b>267,360</b>	<b>7,350</b>

## **PROGRAM PERSONNEL**

### PROGRAM 2. TAX TITLE

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
A A LAW	MM12	1.00	1.00	66,660					1.00	66,660
SR ADM AST	MM6	1.00	1.00	43,040					1.00	43,040
RES AN LAW	R16	1.00	1.00	34,910					1.00	34,910
ADMIN ASST	R15	1.00	1.00	32,280					1.00	32,280
ADMIN SECY	R14	1.00	1.00	28,690					1.00	28,690
SR LEG AST	R14	1.00	1.00	24,860					1.00	24,860
<b>TOTAL</b>		<b>6.00</b>	<b>6.00</b>	<b>230,440</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>6.00</b>	<b>230,440</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		4,230
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>6.00</b>
		<b>234,670</b>

# PROGRAM 3. LEGAL SERVICES

ALBERT W. WALLIS, MANAGER

ACCOUNT # 011-151-0151-LW03

## PROGRAM MISSION

The Legal Services Program provides a variety of legal services to City officials, departments, and employees as they serve the City in their official capacities. It promotes effective communication between attorneys and City departments. The program also identifies and prioritizes current and emerging City issues requiring legal support.

- Supervises 62 Assistant and Special Assistant Corporation Counsel.
- Manages legal activities through the Department's four legal bureaus.
- Drafts, analyzes, and revises bills of legislation with an average demand of 140 per year.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To educate City attorneys and to update City officials concerning new laws and about City activities which may have legal implications.	a NIMLO conference participation.  b Law Department conferences.  c Courses, seminars, and briefings.	8.  2.  50.
2 To respond to all formal requests for official Corporation Counsel opinions.	Percent of requested opinions responded to.	100%.
3 To respond to appropriate requests from the Intergovernmental Relations Division for legislative support through the preparation and revision of City ordinances, home rule petitions, state legislation filed by the City, and City Council orders.	Percent of legislative requests responded to.	100%.

NOTE: 1. NIMLO - National Institute of Municipal Legal Officers.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 3. LEGAL SERVICES

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,011,585	814,507	1,339,960	1,406,520	66,560
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	1,011,585	814,507	1,339,960	1,406,520	66,560
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	15,795	13,400	29,000	31,000	2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	1,000	300	4,000	4,000	
0280. Transport of Persons	4,436	2,454	500	6,000	5,500
0290. Misc Contractual Svcs	1,298,311	1,825,594	1,026,520	767,500	-259,020
TOTAL CONTRACTUAL SERVICES	1,319,542	1,841,748	1,060,020	808,500	-251,520
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	13,514	7,307	14,500	21,000	6,500
0370. Clothing Allowance					
0390. Misc Supp & Mat		34	100	100	
TOTAL SUPPLIES & MATERIALS	13,514	7,341	14,600	21,100	6,500
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	18,418	47,212	35,340	9,425	-25,915
TOTAL CURRENT CHGS & OBLIG	18,418	47,212	35,340	9,425	-25,915
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip				9,800	9,800
0590. Misc Equipment				47,500	47,500
TOTAL EQUIPMENT	0	0	0	57,300	57,300
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>					
	<b>2,363,059</b>	<b>2,710,808</b>	<b>2,449,920</b>	<b>2,302,845</b>	<b>-147,075</b>

**PROGRAM PERSONNEL**  
PROGRAM 3. LEGAL SERVICES

POSITION	GRADE	FILLED	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
		3/17/92	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
CORP CNSL		1.00	1.00	73,610				1.00	73,610	
SPEC INVST				8,000					8,000	
A CP CNS 6	MM12	4.00	4.00	259,840				4.00	259,840	
S LEG A LW	MM10	1.00	1.00	60,430				1.00	60,430	
A CP CNS 4	MM9	2.00	2.00	110,250				2.00	110,250	
A CP CNS 3	MM8	4.00	4.00	207,330				4.00	207,330	
A CP CNS 2	MM7	3.00	5.00	222,170				5.00	222,170	
A CP CNS 1	MM6	11.00	11.00	398,180				11.00	398,180	
SR LEG AST	R14	2.00	2.00	51,520				2.00	51,520	
<b>TOTAL</b>		<b>28.00</b>	<b>30.00</b>	<b>1,391,330</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>30.00</b>	<b>1,391,330</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		15,190
<b>MINUS:</b>	<b>SALARY SAVINGS</b>	0.00
	<b>FY 93 TOTAL REQUEST</b>	<b>30.00</b>
		<b>1,406,520</b>

# LAW DEPARTMENT

## M/WBE PROGRAM COMMITMENT - FY93

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.

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Agency Manager





# **MANAGEMENT FUND**

**ACCOUNT # 011-175-0175**

## **DEPARTMENT MISSION**

It is the mission of the Management Fund to build the capacity of the City of Boston managers to better address issues of service delivery and financial responsibility as they manage City programs. To this end, the Fund seeks to empower managers, improve customer service, and create a work environment which values diversity.

## **DESCRIPTION OF SERVICES**

The Boston Management Consortium, the operating agency of the Management Fund, is a partnership between the City of Boston and the business and academic communities. The Consortium provides customized management training to specific departmental and interdepartmental groups, management development courses and workshops, department head management training, and Management Excellence Awards. The Consortium has a staff of trainers/consultants and can draw upon the resources of local businesses to provide high-quality, customized training to City of Boston managers. The Consortium's services are founded on five premises for better management: accountability; professional development; follow-through; collaboration; and creativity.

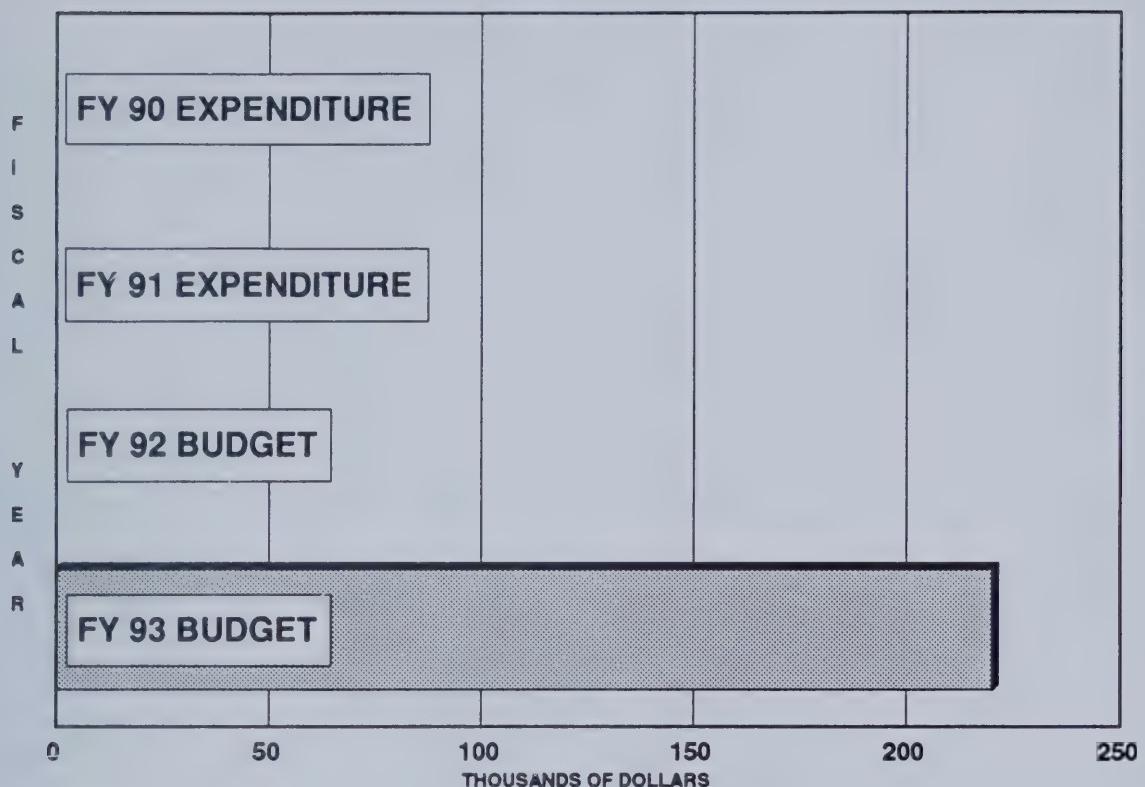
## **DEPARTMENT BUDGET**

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. MANAGEMENT FUND	0	\$220,000
<b>TOTAL DEPARTMENT</b>	<b>0</b>	<b>\$220,000</b>

## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees					
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	0	0	0	0	0
<b>CONTRACTUAL SERVICES</b>					
0210. Communications					
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs					
TOTAL CONTRACTUAL SERVICES	0	0	0	220,000	220,000
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat					
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	0	0	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	0	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220,000</b>	<b>220,000</b>

## HISTORICAL EXPENDITURES



# PROGRAM 1. MANAGEMENT FUND

ACCOUNT # 011-175-0175-MF01

## PROGRAM MISSION

It is the mission of the Management Fund to build the capacity of the City of Boston managers to better address issues of service delivery and financial responsibility as they manage City programs. To this end, the Fund seeks to empower managers, improve customer service, and create a work environment which values diversity.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To provide customized management development to departmental and interdepartmental groups.	a Management development training days. b Pre- and post- training professional days.	100. 250.
2 To provide a management development program.	Management development courses and workshops.	25.
3 To provide department head management training sessions.	Training sessions.	3.
4 To provide recognition for excellence in management.	a Award nominations. b Awards given.	30. 3.
5 To encourage private sector support for management training of City employees.	Number of companies and other organizations involved.	60.
6 To enlist pro bono management training from professional trainers and consultants.	Number of outside trainers' garnered from resources.	40.





# OFFICE OF THE MAYOR



JOHN RIORDAN, CHIEF OF STAFF

ACCOUNT # 011-111-0111

## DEPARTMENT MISSION

The Mayor is the Chief Executive of the City. Under the City of Boston's charter, the Mayor is charged with providing executive leadership, as well as setting priorities and goals for the City and its neighborhoods.

## DESCRIPTION OF SERVICES

The Office of the Mayor coordinates the activities of the Mayor, mayoral commissions, senior advisors, and City departments. It also transmits mayoral directives and decisions to department heads and helps in the implementation of those decisions.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	9.0	\$359,944
2. EXECUTIVE	4.0	\$282,627
3. RESEARCH & POLICY DEVELOPMENT	3.0	\$187,429
<b>TOTAL DEPARTMENT</b>	<b>16.0</b>	<b>\$830,000</b>

## AUTHORIZING STATUTES/ORDINANCES

*Chief Executive Officer*, CBC St. 2, s. 1; CBC St. 5, s. 100

*Election and Duration of Term*, CBC St. 2, s. 3

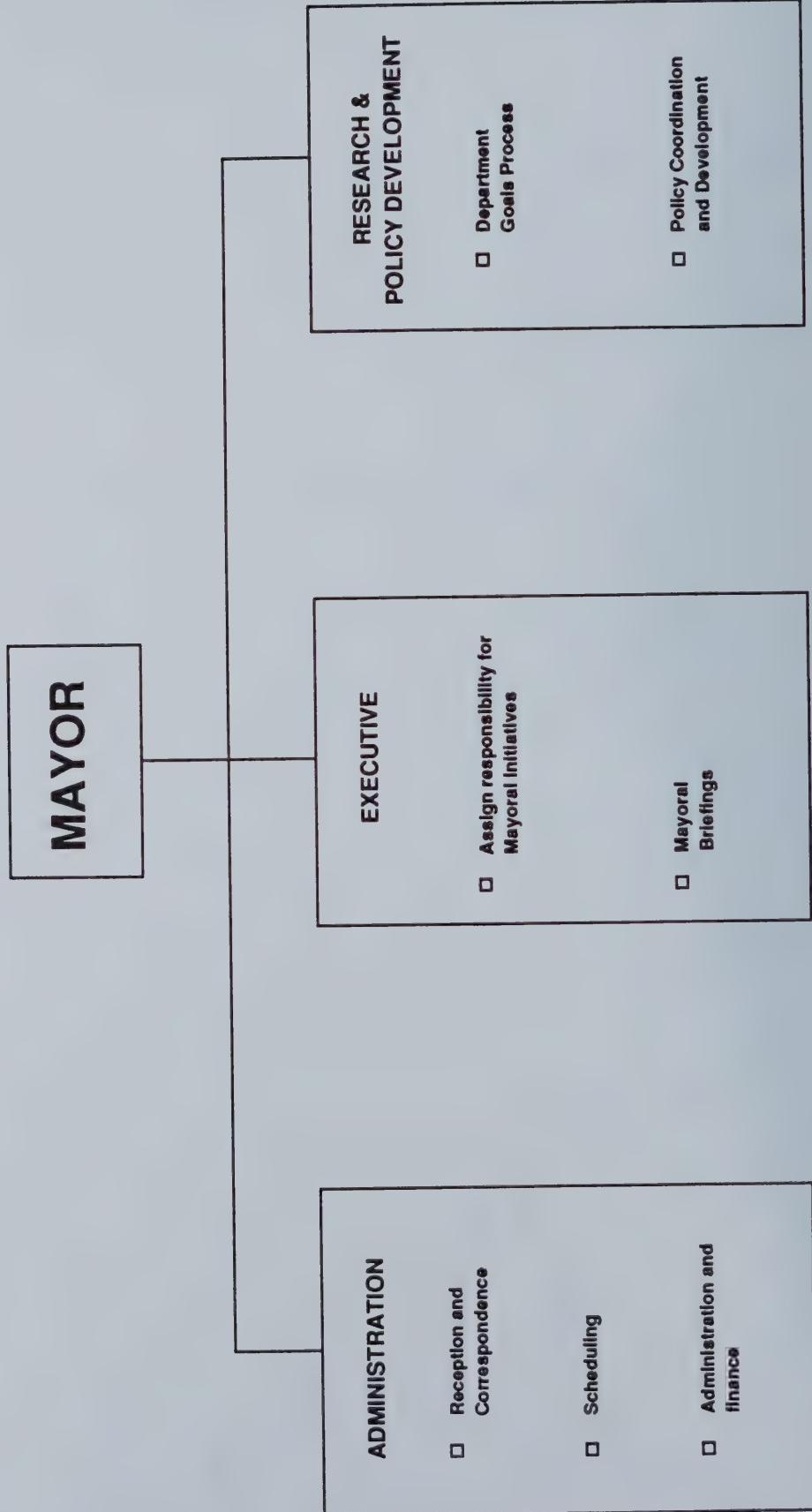
*Administrative Powers and Duties*, CBC St. 2, s. 7; CBC St. 5, s. 101-102; CBC Ord. 2 generally

*Legislative Powers and Duties*, CBC St. 2, s. 750; CBC St. 2, s. 12, 15-16

*Fiscal Powers and Duties*, CBC St. 6, s. 251, 253; Ch. 190, s. 15, Acts of 1982 (Tregor Legislation) as amended by Ch. 701, s. 2, Acts of 1986 (Tregor Amendments)

NOTE: The citations are highlights of the City and state laws regarding the Mayor. The list is not exhaustive, as numerous other laws reference the various duties, powers, and responsibilities of the Mayor

# OFFICE OF THE MAYOR



## **DEPARTMENT HISTORY BY OBJECT CODE**

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	862,376	849,374	804,381	762,342	-42,039
0110. Emergency Employees		3,099			
0120. Overtime					
0160. Unemployment Comp		2,043	25,000		-25,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	862,376	854,516	829,381	762,342	-67,039
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	45,179	43,307	40,000	39,658	-342
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	451	906	500	500	
0280. Transport of Persons	9,613	7,940	10,000	10,000	
0290. Misc Contractual Svcs	25,703	20,687	9,440	6,000	-3,440
TOTAL CONTRACTUAL SERVICES	80,946	72,840	59,940	56,158	-3,782
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp	45		500	500	
0320. Food Supplies	398	805	500	500	
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	10,822	7,014	4,000	3,000	-1,000
0370. Clothing Allowance					
0390. Misc Supp & Mat	6,685	6,763	5,000	4,000	-1,000
TOTAL SUPPLIES & MATERIALS	17,950	14,582	10,000	8,000	-2,000
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	9,118	3,700	4,500		-4,500
0490. Other Current Charges	6,702	3,196	4,500	3,500	-1,000
TOTAL CURRENT CHGS & OBLIG	15,820	6,896	9,000	3,500	-5,500
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	21				
TOTAL EQUIPMENT	21	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>977,113</b>	<b>948,835</b>	<b>908,321</b>	<b>830,000</b>	<b>-78,321</b>

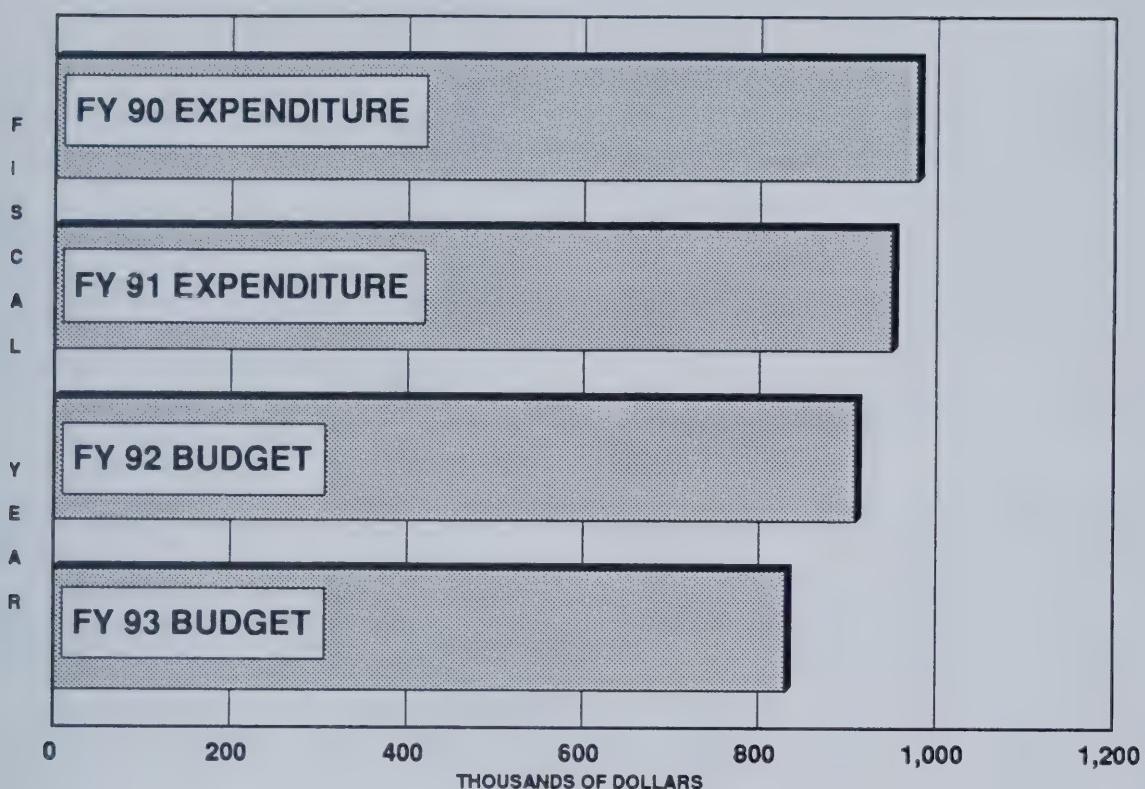
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
MAYOR		1.00	1.00	100,000					1.00	100,000
SPEC ASST		1.00	1.00	60,859					1.00	60,859
PR ACT CLK	G14	1.00	1.00	25,208					1.00	25,208
CLERK	G11	1.00	1.00	12,276					1.00	12,276
CHF POL AD	MO14	1.00	1.00	68,079					1.00	68,079
CHF STAFF	MO14	1.00	1.00	55,895					1.00	55,895
SP AST IV	MO14	1.00	1.00	68,079					1.00	68,079
SPEC AST I	MO10	2.00	2.00	111,790					2.00	111,790
AD AST III	MO8	2.00	2.00	82,268					2.00	82,268
RES ANL	MO8	1.00	1.00	46,271					1.00	46,271
ADM AST	MO5	1.00	1.00	30,401					1.00	30,401
ADM AST	MO4	1.00	2.00	58,108					2.00	58,108
ST AST I	MO4	1.00	1.00	33,108					1.00	33,108
<b>TOTAL</b>		<b>15.00</b>	<b>16.00</b>	<b>752,342</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>16.00</b>	<b>752,342</b>

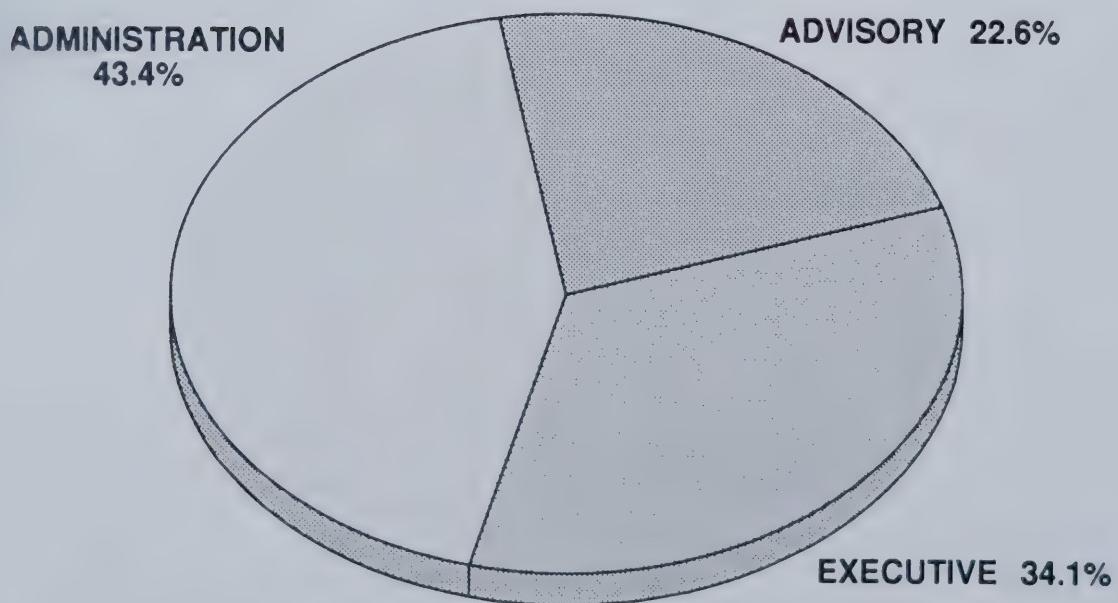
<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		10,000
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>16.00</b>
		<b>762,342</b>

**Total Working January 1, 1991:** **19.0**

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 EXECUTIVE	PROGRAM 3 ADVISORY	TOTAL
<b>PERSONAL SERVICES</b>				
0100. Permanent Employees	331,786	246,127	184,429	762,342
0110. Emergency Employees				
0120. Overtime				
0160. Unemployment Comp				
0170. Workmen's Comp				
TOTAL PERSONAL SERVICES	331,786	246,127	184,429	762,342
<b>CONTRACTUAL SERVICES</b>				
0210. Communications	18,158	21,500		39,658
0220. Light, Heat & Power				
0230. Water & Sewer				
0250. Garbage/Waste Removal				
0260. Repairs Bldg & Struct				
0270. Repairs & Serv Equip	500			500
0280. Transport of Persons		10,000		10,000
0290. Misc Contractual Svcs	4,000	1,000	1,000	6,000
TOTAL CONTRACTUAL SERVICES	22,658	32,500	1,000	56,158
<b>SUPPLIES &amp; MATERIALS</b>				
0300. Auto Energy Supp		500		500
0320. Food Supplies		500		500
0330. Heat Supp & Mat				
0340. Household Supp & Mat				
0350. Medical, Dental, Etc				
0360. Office Supp & Mat	2,500		500	3,000
0370. Clothing Allowance				
0390. Misc Supp & Mat	2,500	1,000	500	4,000
TOTAL SUPPLIES & MATERIALS	5,000	2,000	1,000	8,000
<b>CURRENT CHGS &amp; OBLIG</b>				
0450. Aid to Veterans				
0460. Equipment Lease/Purchase				
0470. Indemnification				
0490. Other Current Charges	500	2,000	1,000	3,500
TOTAL CURRENT CHGS & OBLIG	500	2,000	1,000	3,500
<b>EQUIPMENT</b>				
0500. Automotive Equip				
0560. Office Furn & Equip				
0590. Misc Equipment				
TOTAL EQUIPMENT	0	0	0	0
<b>OTHER</b>				
0600. Special Appropriation				
0700. Struct & Improvements				
0800. Land & Non-Structural				
TOTAL OTHER	0	0	0	0
<b>GRAND TOTAL</b>	<b>359,944</b>	<b>282,627</b>	<b>187,429</b>	<b>830,000</b>

# PROGRAM 1. ADMINISTRATION

JOHN RIORDAN, MANAGER

ACCOUNT # 011-111-0111-MO01

## PROGRAM MISSION

The Administration Program provides administrative services and support to allow the Mayor's Office to operate efficiently and cost effectively. This includes scheduling, correspondence, financial management and reception of visitors and callers.

- Provides reception to over 200 visitors and callers, and responds to an average of 50 pieces of correspondence daily.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To coordinate the Mayor's schedule, including public appearances, City meetings, diplomatic courtesy calls, and staff meetings.	Weekly schedules coordinated for Mayor.	52.
2 To handle the Mayor's correspondence in a timely manner, and coordinate the Mayor's signature process for all documents where it is required.	a Pct. of correspondence responded to within 7 working days.	100%.
	b Pct. of documents receiving mayoral signature within 7 working days.	100%.
3 To provide financial and personnel management of the Office.	Quarterly revisions to department spending plan.	4.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	441,618	368,068	347,054	331,786	-15,268
0110. Emergency Employees		3,099			
0120. Overtime					
0160. Unemployment Comp		2,043	25,000		-25,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	441,618	373,211	372,054	331,786	-40,268
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	19,695	16,407	20,000	18,158	-1,842
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip		336		500	500
0280. Transport of Persons	705				
0290. Misc Contractual Svcs	16,224	13,062	5,000	4,000	-1,000
TOTAL CONTRACTUAL SERVICES	36,624	29,804	25,000	22,658	-2,342
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	10,508	6,997	4,000	2,500	-1,500
0370. Clothing Allowance					
0390. Misc Supp & Mat	6,685	6,060	4,000	2,500	-1,500
TOTAL SUPPLIES & MATERIALS	17,193	13,058	8,000	5,000	-3,000
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	5,366				
0490. Other Current Charges	3,279	596	1,000	500	-500
TOTAL CURRENT CHGS & OBLIG	8,645	596	1,000	500	-500
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	21				
TOTAL EQUIPMENT	21	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>504,101</b>	<b>416,669</b>	<b>406,054</b>	<b>359,944</b>	<b>-46,110</b>

**PROGRAM PERSONNEL**  
PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
PR ACT CLK	G14	1.00	1.00	25,208					1.00	25,208
CLERK	G11	1.00	1.00	12,276					1.00	12,276
CHF STAFF	MO14	1.00	1.00	55,895					1.00	55,895
SPEC AST I	MO10	2.00	2.00	111,790					2.00	111,790
ADM AST	MO5	1.00	1.00	30,401					1.00	30,401
ADM AST	MO4	1.00	2.00	58,108					2.00	58,108
ST AST I	MO4	1.00	1.00	33,108					1.00	33,108
<b>TOTAL</b>		<b>8.00</b>	<b>9.00</b>	<b>326,786</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>9.00</b>	<b>326,786</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	5,000
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>9.00</b>
		<b>331,786</b>

# **PROGRAM 2. EXECUTIVE**

JOHN RIORDAN, MANAGER

ACCOUNT # 011-111-0111-MO02

## **PROGRAM MISSION**

The Executive Program provides executive leadership for the City of Boston, and is responsible for the general supervision and coordination of departments and agencies of the City of Boston.

- The City organization includes over 45 departments with a combined budget over \$1.3 billion and roughly 18,000 employees.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To assign responsibility for interdepartmental projects and initiatives as assigned by the Mayor, and coordinate activities of mayoral commissions, senior advisors, and City departments.	Avg. number of meetings per week with department heads and senior advisors.	1.
2 To assist the Chief Executive in his day-to-day decision making, and disseminate mayoral directives to department heads.	<ul style="list-style-type: none"><li>a Daily executive staff meetings.</li><li>b Monthly department head meetings.</li></ul>	<ul style="list-style-type: none"><li>1.</li><li>12.</li></ul>

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 2. EXECUTIVE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	196,981	240,691	253,228	246,127	-7,101
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	196,981	240,691	253,228	246,127	-7,101
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	25,484	26,901	20,000	21,500	1,500
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	451	570	500		-500
0280. Transport of Persons	7,908	7,940	8,000	10,000	2,000
0290. Misc Contractual Svcs	6,181	3,670	3,440	1,000	-2,440
TOTAL CONTRACTUAL SERVICES	40,024	39,081	31,940	32,500	560
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp	45		500	500	
0320. Food Supplies	375	805	500	500	
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat		16			
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	420	1,294	2,000	2,000	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	3,752	3,700	4,500		-4,500
0490. Other Current Charges	2,163	2,367	2,500	2,000	-500
TOTAL CURRENT CHGS & OBLIG	5,915	6,067	7,000	2,000	-5,000
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>243,340</b>	<b>287,133</b>	<b>294,168</b>	<b>282,627</b>	<b>-11,541</b>

## **PROGRAM PERSONNEL**

### PROGRAM 2. EXECUTIVE

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	SALARY
MAYOR		1.00	1.00	100,000				1.00	100,000
SPEC ASST		1.00	1.00	60,859				1.00	60,859
AD AST III	MO8	2.00	2.00	82,268				2.00	82,268
<b>TOTAL</b>		<b>4.00</b>	<b>4.00</b>	<b>243,127</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>243,127</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	3,000
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>4.00</b>
		<b>246,127</b>

# **PROGRAM 3. RESEARCH & POLICY DEVELOPMENT**

NEIL SULLIVAN, MANAGER

ACCOUNT # 011-111-0111-MO03

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## **PROGRAM MISSION**

The Research and Policy Development Program gathers data to assist the Mayor in making policy decisions. The program guides and coordinates certain policy initiatives through an annual goal setting process and specific department project assignments delegated to individual staff; monitors progress; and prepares policy and performance reports.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To set and monitor annual goals.	Goal setting and review meetings per department.	2.
2 To coordinate policy development among department heads and senior advisors.	Projects underway with workplans and interdepartmental working groups.	5.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 3. RESEARCH & POLICY DEVELOPMENT

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	223,777	240,614	204,099	184,429	-19,670
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	223,777	240,614	204,099	184,429	-19,670
<b>CONTRACTUAL SERVICES</b>					
0210. Communications					
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons	1,000		2,000		-2,000
0290. Misc Contractual Svcs	3,298	3,955	1,000	1,000	
TOTAL CONTRACTUAL SERVICES	4,298	3,955	3,000	1,000	-2,000
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies		23			
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	314			500	500
0370. Clothing Allowance					
0390. Misc Supp & Mat		230		500	500
TOTAL SUPPLIES & MATERIALS	337	230	0	1,000	1,000
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	1,260	233	1,000	1,000	
TOTAL CURRENT CHGS & OBLIG	1,260	233	1,000	1,000	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>229,672</b>	<b>245,032</b>	<b>208,099</b>	<b>187,429</b>	<b>-20,670</b>

## **PROGRAM PERSONNEL**

### PROGRAM 3. RESEARCH & POLICY DEVELOPMENT

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
CHF POL AD	MO14	1.00	1.00	68,079					1.00	68,079
SP AST IV	MO14	1.00	1.00	68,079					1.00	68,079
RES ANL	MO8	1.00	1.00	46,271					1.00	46,271
<b>TOTAL</b>		<b>3.00</b>	<b>3.00</b>	<b>182,429</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>3.00</b>	<b>182,429</b>
 <b>PLUS:</b> DIFFERENTIAL PAYMENTS 0										
COLLECTIVE BARGAINING 0										
OTHER 2,000										
<b>MINUS:</b> SALARY SAVINGS 0										
FY 93 TOTAL REQUEST 0										
<hr/>										

# OFFICE OF THE MAYOR

## M/WBE PROGRAM COMMITMENT - FY93

The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.

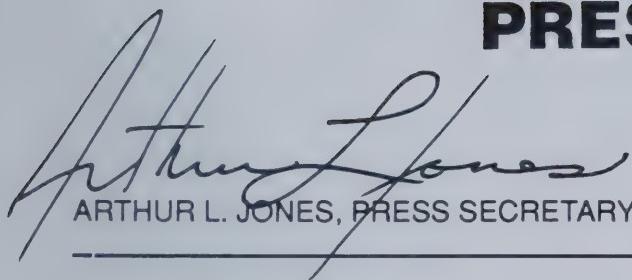


\_\_\_\_\_  
Agency Manager





# PRESS OFFICE



Arthur L. Jones  
ARTHUR L. JONES, PRESS SECRETARY

ACCOUNT # 011-411-0411

## DEPARTMENT MISSION

The Press Office provides information pertaining to City programs, policies, and activities to the public through neighborhood, City, regional, state, and national media outlets.

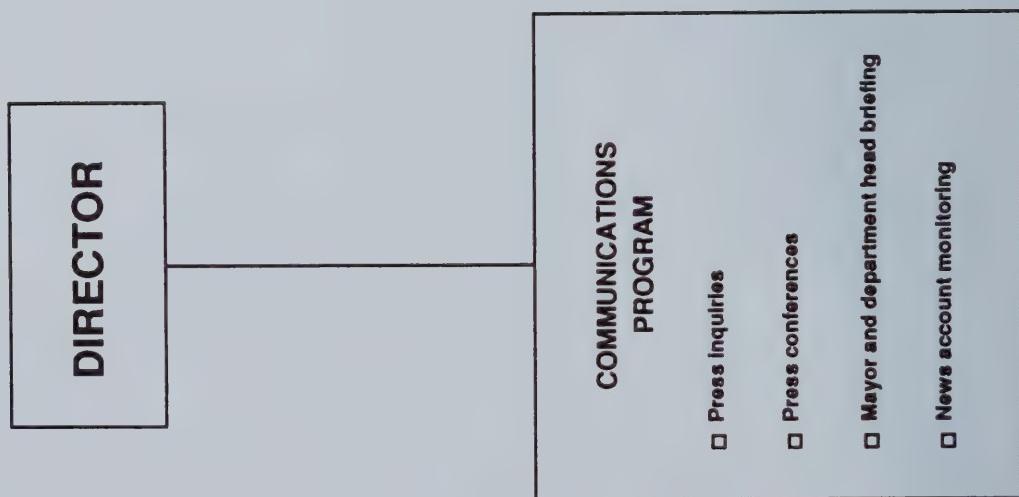
## DESCRIPTION OF SERVICES

The Press Office disseminates information about City policies and programs to the public through media outlets. In addition, the Press Office provides the Mayor, his staff, and department heads with news accounts on a daily basis.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. COMMUNICATIONS	3.0	\$138,500
<b>TOTAL DEPARTMENT</b>	<b>3.0</b>	<b>\$138,500</b>

# PRESS OFFICE

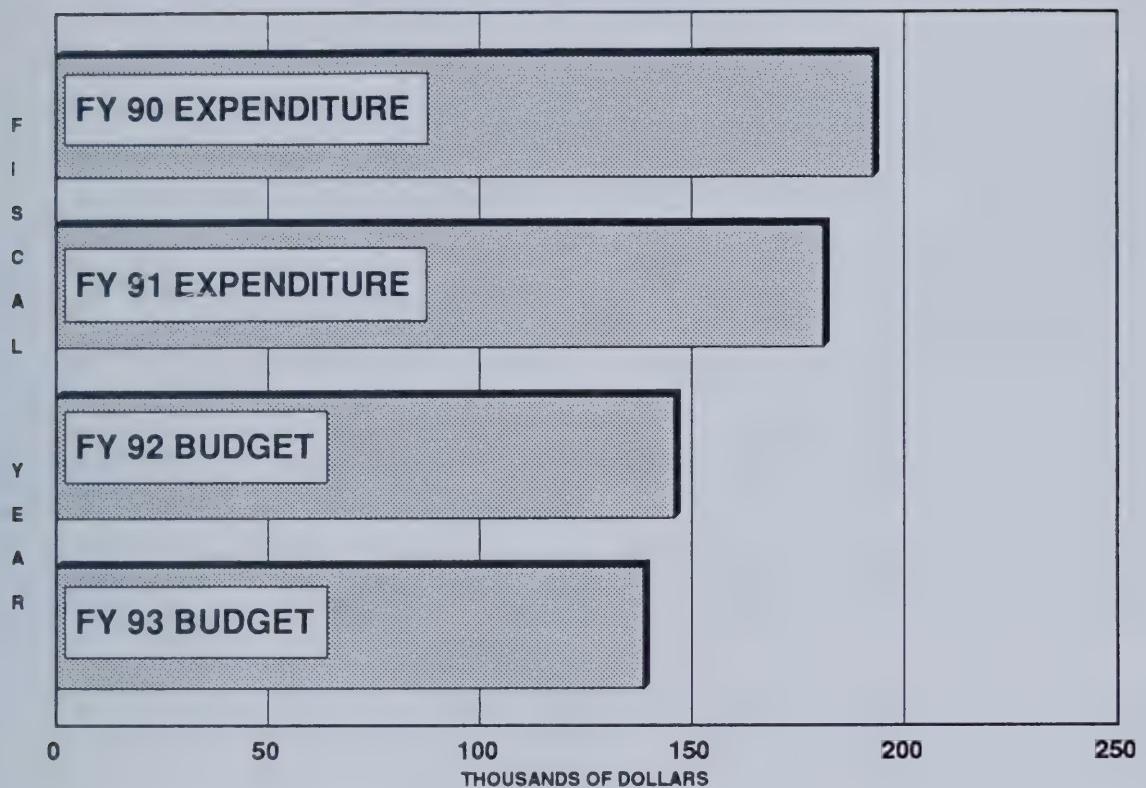


## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	179,184	167,119	119,000	121,196	2,196
0110. Emergency Employees		3,741	15,000	8,490	-6,510
0120. Overtime					
0160. Unemployment Comp			5,000		-5,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	179,184	170,861	139,000	129,686	-9,314
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	7,353	5,694	5,500	6,600	1,100
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	398				
0280. Transport of Persons	91		400		-400
0290. Misc Contractual Svcs	2,066	2,994	900		-900
TOTAL CONTRACTUAL SERVICES	9,908	8,688	6,800	6,600	-200
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	974	174		300	300
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	974	174	0	300	300
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	762	1,282		1,914	1,914
TOTAL CURRENT CHGS & OBLIG	762	1,282	0	1,914	1,914
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment	1,851				
TOTAL EQUIPMENT	1,851	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>192,679</b>	<b>181,004</b>	<b>145,800</b>	<b>138,500</b>	<b>-7,300</b>

## **DEPARTMENT PERSONNEL**

## HISTORICAL EXPENDITURES



# **PROGRAM 1. COMMUNICATIONS**

ARTHUR L. JONES, MANAGER

ACCOUNT # 011-411-0411-PS01

## **PROGRAM MISSION**

The Communications Program facilitates the flow of information to the public via electronic and print media, and wire services.

- Media inquiries from 5 television stations, 4 radio outlets, 2 wire services, 1 cable network, 2 daily and 2 weekly newspapers, 19 neighborhood and 15 ethnic/special newspapers.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To respond to media inquiries, and to provide information about City policies and programs.	a Inquiries responded to.	9,000.
	b Public announcements prepared.	144.
2 To coordinate appearances and meetings by City officials with news reporters, editors, columnists, and other media commentators.	Organization of requests for appearances and information/day.	1.
3 To monitor news accounts and brief the Mayor and department heads on a daily basis concerning relevant issues.	Compilations/wk.	7.

# PRESS OFFICE

## M/WBE PROGRAM COMMITMENT - FY93

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The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

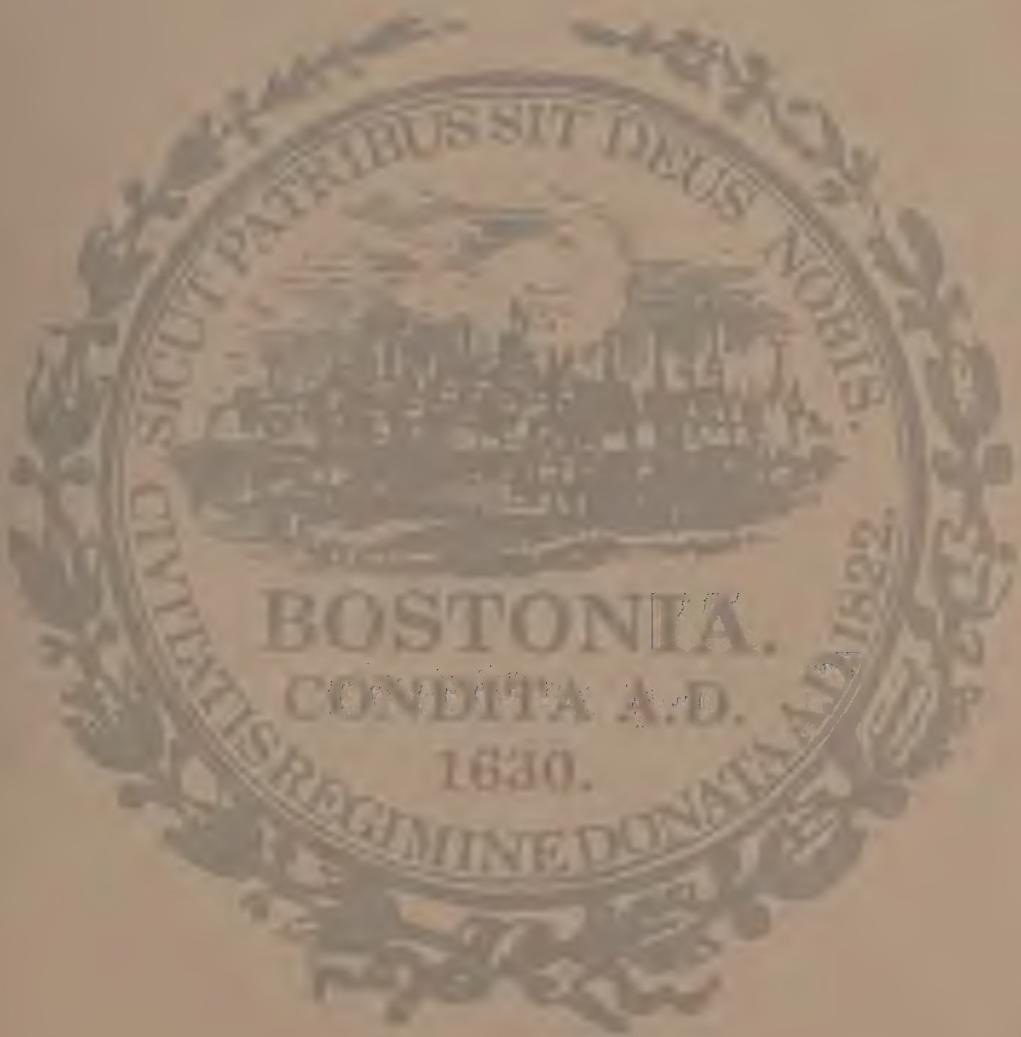
Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



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Arthur Jones  
Agency Manager







# RETIREMENT BOARD



JAMES F. O'DONNELL, EXECUTIVE OFFICER

ACCOUNT # 011-192-0192

## DEPARTMENT MISSION

The Retirement Board manages the State-Boston Retirement System (SBRS) which serves the members and retirees of the City and its agencies, including the School Department, the Boston Redevelopment Authority, and the Boston Housing Authority. The three member board includes the City Auditor, an appointee of the Mayor, and a third member elected by the members of the System. The Board distributes pensions and refunds while preserving the System's assets through prudent investment. The Board governs the SBRS in accordance with the state retirement law for local governments and the regulations of the state's Public Employee Retirement Administration (PERA).

## DESCRIPTION OF SERVICES

The Retirement Board is responsible for processing payroll benefits each month for approximately 13,600 SBRS recipients and approximately 900 recipients of the noncontributory retirement systems. The Board also maintains accounting records pertaining to cash receipts, disbursements, and investment transactions of multiple investment funds totalling over \$1.1 billion.

## DEPARTMENT BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	6.0	\$283,233
2. CLIENT SERVICES	8.0	\$227,733
3. FINANCIAL OPERATIONS	9.0	\$296,786
4. DISABILITY CLAIMS	3.0	\$99,422
5. VERIFICATION/REPORTING	4.0	\$169,460
<b>TOTAL DEPARTMENT</b>	<b>30.0</b>	<b>\$1,076,634</b>

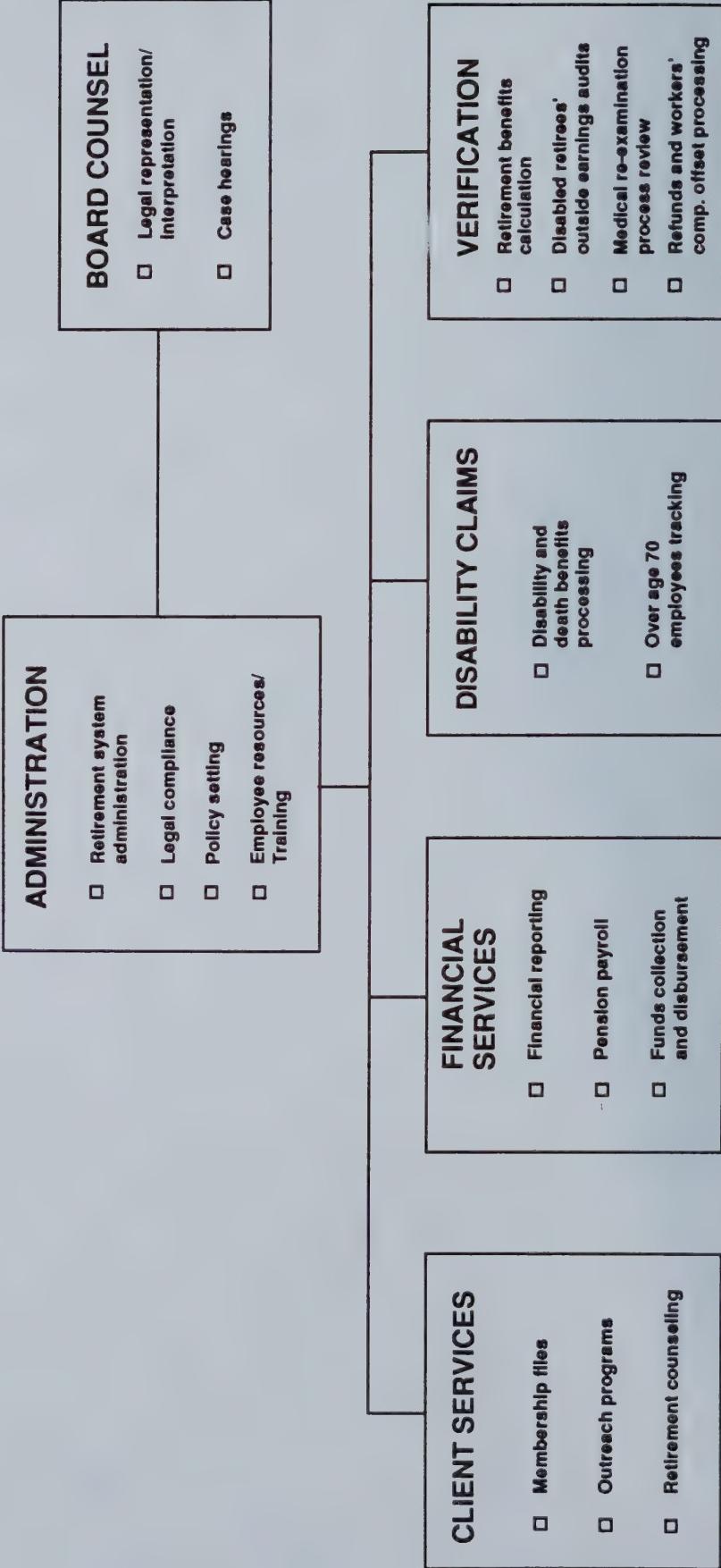
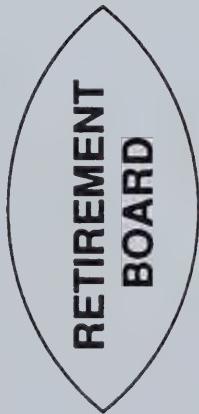
## AUTHORIZING STATUTES/ORDINANCES

*Contributory Retirement System for Public Employees*, MGLA c. 32s . 1-104; Ch. 697, Acts of 1987

*Boston Retirement Act*, Ch. 521, Acts of 1922 as amended

*Rules and Regulations*, 840 CMR

# RETIREMENT BOARD



## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,171,247	1,162,721	1,061,645	1,071,634	9,989
0110. Emergency Employees	10,000	17,959	5,000	5,000	
0120. Overtime	6,000	8,885			
0160. Unemployment Comp	9,000	5,827	36,000		-36,000
0170. Workmen's Comp		5,608			
TOTAL PERSONAL SERVICES	1,196,247	1,200,999	1,102,645	1,076,634	-26,011
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	24,610	15,430	10,000		-10,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	3,112	7,995	2,500		-2,500
0280. Transport of Persons	5,800	1,085			
0290. Misc Contractual Svcs	768,800	593,794	4,000		-4,000
TOTAL CONTRACTUAL SERVICES	802,322	618,304	16,500	0	-16,500
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp		450			
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	17,652	29,669	2,970		-2,970
0370. Clothing Allowance					
0390. Misc Supp & Mat	450				
TOTAL SUPPLIES & MATERIALS	18,552	29,669	2,970	0	-2,970
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	19,152	10,825			
0490. Other Current Charges	14,473	16,562	5,000		-5,000
TOTAL CURRENT CHGS & OBLIG	33,625	27,387	5,000	0	-5,000
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	1,300	1,927	2,500		-2,500
0590. Misc Equipment					
TOTAL EQUIPMENT	1,300	1,927	2,500	0	-2,500
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>2,052,046</b>	<b>1,878,286</b>	<b>1,129,615</b>	<b>1,076,634</b>	<b>-52,981</b>

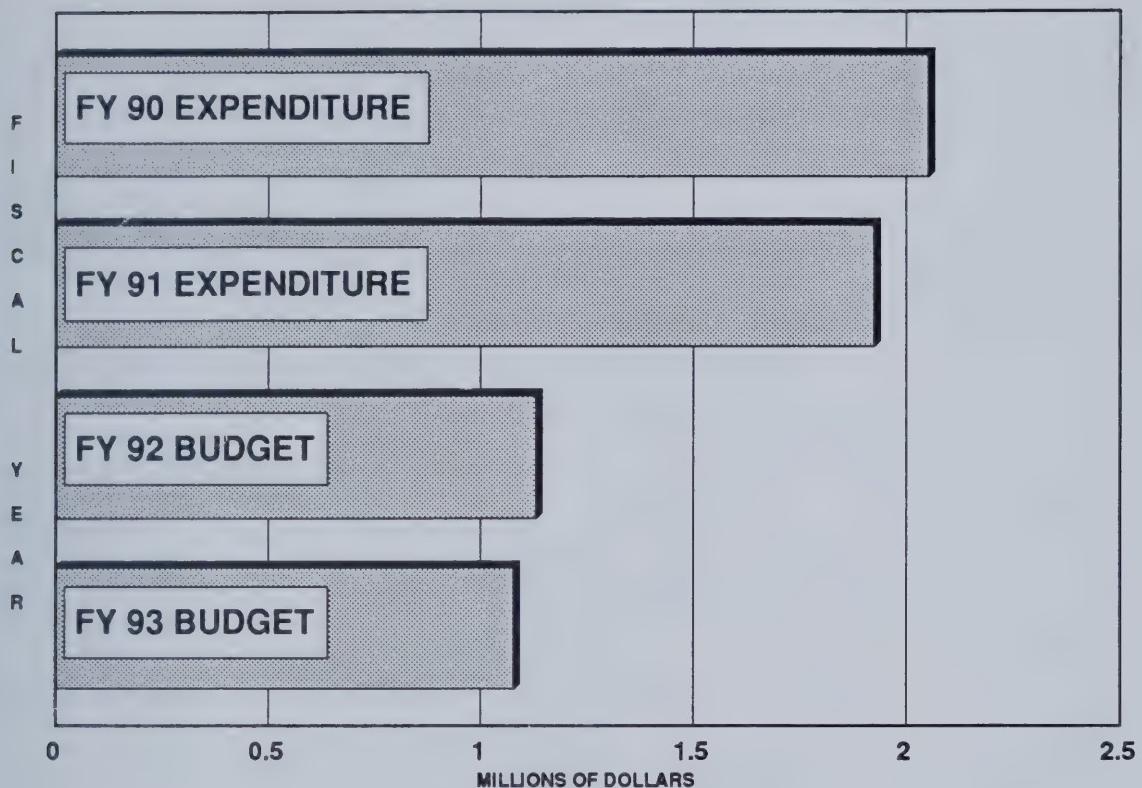
## DEPARTMENT PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
AUDITOR				2,999						2,999
TREAS CUST				1,500						1,500
EX OFF RET	MM14	1.00	1.00	73,606					1.00	73,606
AS CP CN 5	MM10	1.00	1.00	60,434					1.00	60,434
AS EX OFF	MM10	1.00	1.00	60,434					1.00	60,434
CMPTRLR	MM8	1.00	1.00	55,794					1.00	55,794
HD PENS EX	MM8	1.00	1.00	51,882					1.00	51,882
PR ADM AST	MM8	3.00	3.00	155,646					3.00	155,646
PR RES ANL	MM6	1.00	1.00	43,043					1.00	43,043
A AST RET	R16	1.00	1.00	34,909					1.00	34,909
PRIN ACTNT	R16	3.00	3.00	103,405					3.00	103,405
ADMIN ASST	R15	5.00	5.00	151,438					5.00	151,438
HD ADM CLK	R13	1.00	1.00	21,383					1.00	21,383
SR ACCTNT	R13	2.00	2.00	47,991					2.00	47,991
HD ACT EXM	R12	1.00	1.00	25,508					1.00	25,508
P PENS EXM	R12	1.00	1.00	25,508					1.00	25,508
HEAD CLERK	R11	3.00	3.00	67,011					3.00	67,011
PR ACT CLK	R8	1.00	1.00	19,635					1.00	19,635
PR CLK TYP	R8	2.00	2.00	42,504					2.00	42,504
TELE OPER	R8	1.00	1.00	20,298					1.00	20,298
<b>TOTAL</b>		<b>30.00</b>	<b>30.00</b>	<b>1,064,928</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>30.00</b>	<b>1,064,928</b>

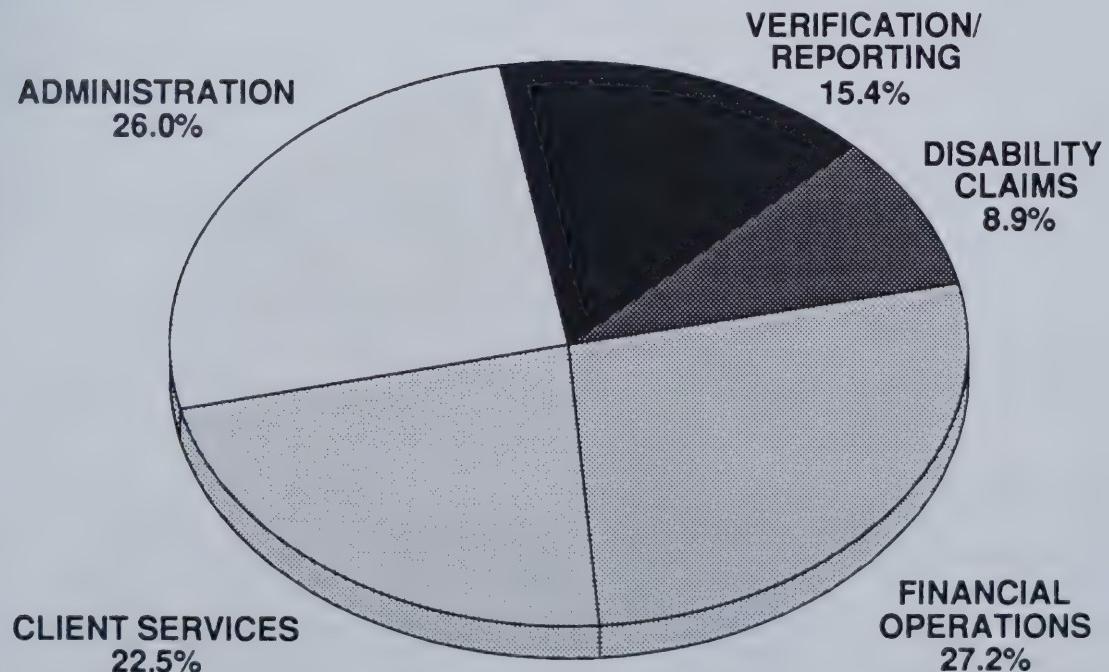
<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		18,741
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<u>30.00</u>
		<u>1,071,634</u>

**Total Working January 1, 1991:**      **36.0**

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 CLIENT SVCS	PROGRAM 3 FINAN OPNS	PROGRAM 4 DISAB CLAIMS	PROGRAM 5 VERIF/RPTNG	TOTAL
<b>PERSONAL SERVICES</b>						
0100. Permanent Employees	278,233	227,733	296,786	99,422	169,460	1,071,634
0110. Emergency Employees	5,000					5,000
0120. Overtime						
0160. Unemployment Comp						
0170. Workmen's Comp						
TOTAL PERSONAL SERVICES	283,233	227,733	296,786	99,422	169,460	1,076,634
<b>CONTRACTUAL SERVICES</b>						
0210. Communications						
0220. Light, Heat & Power						
0230. Water & Sewer						
0250. Garbage/Waste Removal						
0260. Repairs Bldg & Struct						
0270. Repairs & Serv Equip						
0280. Transport of Persons						
0290. Misc Contractual Svcs						
TOTAL CONTRACTUAL SERVICES	0	0	0	0	0	0
<b>SUPPLIES &amp; MATERIALS</b>						
0300. Auto Energy Supp						
0320. Food Supplies						
0330. Heat Supp & Mat						
0340. Household Supp & Mat						
0350. Medical, Dental, Etc						
0360. Office Supp & Mat						
0370. Clothing Allowance						
0390. Misc Supp & Mat						
TOTAL SUPPLIES & MATERIALS	0	0	0	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>						
0450. Aid to Veterans						
0460. Equipment Lease/Purchase						
0470. Indemnification						
0490. Other Current Charges						
TOTAL CURRENT CHGS & OBLIG	0	0	0	0	0	0
<b>EQUIPMENT</b>						
0500. Automotive Equip						
0560. Office Furn & Equip						
0590. Misc Equipment						
TOTAL EQUIPMENT	0	0	0	0	0	0
<b>OTHER</b>						
0600. Special Appropriation						
0700. Struct & Improvements						
0800. Land & Non-Structural						
TOTAL OTHER	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>283,233</b>	<b>227,733</b>	<b>296,786</b>	<b>99,422</b>	<b>169,460</b>	<b>1,076,634</b>

# PROGRAM 1. ADMINISTRATION

JAMES F. O'DONNELL, MANAGER

ACCOUNT # 011-192-0192-RT01

## PROGRAM MISSION

The Administration Program administers the State-Boston Retirement System (SBRS) in accordance with MGLA c. 32 s. 1-104. The program invests and directs management of assets, interprets retirement law, and sets policy for the Retirement Board. The Board approves claims for disability retirements, ordinary retirements, creditable service, and other aspects of retirement status.

- Manages \$1 billion pension fund which is fully invested in diversified asset categories.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To manage the assets of the SBRS retirees in compliance with retirement laws.	Portfolio rate of return as a percent of PRIT.	100%
2 To respond quickly and effectively to general member and retiree inquiries.	Pct. of inquiries responded to within 10 days.	100%.

NOTE: 1. PRIT, the Pension Retirement Investment Trust, is a retirement investment corporation created by the Commonwealth to manage the assets of the State Retirement Board, the State Teachers Retirement Board, and those local retirement systems that choose to join. Comparison of the rate of returns of the SBRS with that of PRIT will be reported quarterly and on a calendar year basis.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	329,816	339,898	270,124	278,233	8,109
0110. Emergency Employees		3,307	5,000	5,000	
0120. Overtime	1,000	5,123			
0160. Unemployment Comp		5,827			
0170. Workmen's Comp		5,608			
TOTAL PERSONAL SERVICES	330,816	359,763	275,124	283,233	8,109
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	6,550	3,086	2,000		-2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	653	7,210	700		-700
0280. Transport of Persons	3,550				
0290. Misc Contractual Svcs	41,100	35,836			
TOTAL CONTRACTUAL SERVICES	51,853	46,132	2,700	0	-2,700
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	3,666	6,288	2,970		-2,970
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	3,666	6,288	2,970	0	-2,970
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	14,540	10,825			
0490. Other Current Charges	14,273	15,146	5,000		-5,000
TOTAL CURRENT CHGS & OBLIG	28,813	25,971	5,000	0	-5,000
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip			500		-500
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	500	0	-500
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>415,148</b>	<b>438,154</b>	<b>286,294</b>	<b>283,233</b>	<b>-3,061</b>

## **PROGRAM PERSONNEL**

### PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
AUDITOR				2,999						2,999
TREAS CUST				1,500						1,500
EX OFF RET	MM14	1.00	1.00	73,606					1.00	73,606
AS CP CN 5	MM10	1.00	1.00	60,434					1.00	60,434
PR ADM AST	MM8	1.00	1.00	51,882					1.00	51,882
PR RES ANL	MM6	1.00	1.00	43,043					1.00	43,043
HEAD CLERK	R11	1.00	1.00	22,673					1.00	22,673
TELE OPER	R8	1.00	1.00	20,298					1.00	20,298
<b>TOTAL</b>		<b>6.00</b>	<b>6.00</b>	<b>276,435</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>6.00</b>	<b>276,435</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	4,500
<b>MINUS:</b>	<b>SALARY SAVINGS</b>	<b>0.00</b>
	<b>FY 93 TOTAL REQUEST</b>	<b>6.00</b>
		<b>278,233</b>

# PROGRAM 2. CLIENT SERVICES

EDWARD O'BRIEN, MANAGER

ACCOUNT # 011-192-0192-RT02

## PROGRAM MISSION

The Client Services Program coordinates record keeping functions and develops database operations on membership accounts. It is also responsible for file creation and membership identification, records management, and contribution tracking. The program educates and counsels members and retirees on their retirement benefits and conducts general outreach through publications and seminars.

- Serves as SBRS liaison to 22,000 active members.
- Accommodates over 1,800 walk-in clients and answers 2,600 phone requests yearly.
- Enrolls over 1,900 new members and processes over 1,900 refunds per year.
- Initiates over 445 superannuation retirement applications per annum.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To provide retirement counseling to members from date of hire to end of retirement.	a General seminars.  b Members reached through "Age 55" seminar.  c Members reached in seminars and counseling.	12.  To be reported.  800.
2 To maintain an accurate membership database by identifying incorrect membership information and unenrolled member accounts on a timely basis.	a Inaccurate accounts identified.  b Unenrolled membership accounts identified and subsequently enrolled.	200.  600.
3 To develop and implement an automated system that will meet the database requirements of the Department.	System on-line by 6/30/93.	1.
4 To expedite processing of buybacks, redeposits, and creditable services.	Pct. processed within 75 days.	90%.

NOTE: 3. MIS support will be needed to meet the level of service.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 2. CLIENT SERVICES

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	207,464	230,207	215,691	227,733	12,042
0110. Emergency Employees	10,000	14,652			
0120. Overtime	5,000	3,237			
0160. Unemployment Comp	4,000		12,000		-12,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	226,464	248,096	227,691	227,733	42
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	5,160	3,086	2,000		-2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	653	275	1,000		-1,000
0280. Transport of Persons	750	299			
0290. Misc Contractual Svcs	3,100	1,900			
TOTAL CONTRACTUAL SERVICES	9,663	5,560	3,000	0	-3,000
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	2,253	11,631			
0370. Clothing Allowance					
0390. Misc Supp & Mat	450				
TOTAL SUPPLIES & MATERIALS	2,703	11,631	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	0	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	200	1,927	500		-500
0590. Misc Equipment					
TOTAL EQUIPMENT	200	1,927	500	0	-500
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>239,030</b>	<b>267,215</b>	<b>231,191</b>	<b>227,733</b>	<b>-3,458</b>

## **PROGRAM PERSONNEL**

### PROGRAM 2. CLIENT SERVICES

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	
PR ADM AST	MM8	1.00	1.00	51,882				1.00	51,882	
ADMIN ASST	R15	3.00	3.00	92,363				3.00	92,363	
HD ADM CLK	R13	1.00	1.00	21,383				1.00	21,383	
HEAD CLERK	R11	1.00	1.00	21,528				1.00	21,528	
PR ACT CLK	R8	1.00	1.00	19,635				1.00	19,635	
PR CLK TYP	R8	1.00	1.00	20,700				1.00	20,700	
<b>TOTAL</b>		<b>8.00</b>	<b>8.00</b>	<b>227,491</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>8.00</b>	<b>227,491</b>

<b>PLUS:</b> DIFFERENTIAL PAYMENTS COLLECTIVE BARGAINING OTHER	0 0 1,469
<b>MINUS:</b> SALARY SAVINGS FY 93 TOTAL REQUEST	0.00 8.00 <b>227,733</b>

# PROGRAM 3. FINANCIAL OPERATIONS

DANIEL A. INDICIANI, MANAGER

ACCOUNT # 011-192-0192-RT03

## PROGRAM MISSION

The Financial Operations Program maintains accounting records pertaining to cash transactions, pension distributions, reimbursements from other retirement systems, and investment of the SBRS assets. This program also prepares and distributes monthly and annual financial statements and various reports for the Board's Executive Officer and other departments.

- Distributes \$13 million in monthly pension benefits to 13,000 recipients.
- Manages direct deposit of pension checks for 4,500 recipients.
- Collects \$26 million in teachers pension reimbursements for the City of Boston from the State Teachers Retirement System and \$17 million COLA from state.
- Recovers over \$45,000 in unclaimed funds annually.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To transfer unclaimed funds from member pension accounts to the Pension Reserve Fund by identifying member accounts inactive for more than ten years.	a Pension accounts identified.  b Value of funds transferred to Reserve Fund.	100.  \$45,000.
2 To prepare monthly financial statements of the SBRS for the Executive Officer and the Board.	Avg. number of working days to compile monthly financial statements and associated schedules.	60.
3 To submit reimbursement invoices and retiree data to City and state agencies accurately and on a timely basis.	a Invoices submitted.  b Retiree data reports/mo.	100.  1.
4 To process retirement payrolls monthly, making accurate adjustments to individual accounts.	Individual adjustments to payroll/mo.	550.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 3. FINANCIAL OPERATIONS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	298,494	242,989	258,955	296,786	37,831
0110. Emergency Employees					
0120. Overtime		524			
0160. Unemployment Comp			8,000		-8,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	298,494	243,513	266,955	296,786	29,831
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	5,160	3,086	2,000		-2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	653	405	300		-300
0280. Transport of Persons	500	626			
0290. Misc Contractual Svcs	701,600	535,177			
TOTAL CONTRACTUAL SERVICES	707,913	539,294	2,300	0	-2,300
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	7,753	9,479			
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	7,753	9,479	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	200	725			
TOTAL CURRENT CHGS & OBLIG	200	725	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	1,100		500		-500
0590. Misc Equipment					
TOTAL EQUIPMENT	1,100	0	500	0	-500
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>1,015,460</b>	<b>793,011</b>	<b>269,755</b>	<b>296,786</b>	<b>27,031</b>

**PROGRAM PERSONNEL**  
PROGRAM 3. FINANCIAL OPERATIONS

POSITION	GRADE	FILLED	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
		3/17/92	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
CMPTRLR	MM8	1.00	1.00	55,794					1.00	55,794
A AST RET	R16	1.00	1.00	34,909					1.00	34,909
PRIN ACTNT	R16	3.00	3.00	103,405					3.00	103,405
SR ACCTNT	R13	2.00	2.00	47,991					2.00	47,991
HD ACT EXM	R12	1.00	1.00	25,508					1.00	25,508
HEAD CLERK	R11	1.00	1.00	22,810					1.00	22,810
<b>TOTAL</b>		<b>9.00</b>	<b>9.00</b>	<b>290,417</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>9.00</b>	<b>290,417</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS				0
						COLLECTIVE BARGAINING				0
						OTHER				9,071
					<b>MINUS:</b>	SALARY SAVINGS			0.00	2,702
						FY 93 TOTAL REQUEST			<b>9.00</b>	<b>296,786</b>

# **PROGRAM 4. DISABILITY CLAIMS**

LEONARD W. KANE, MANAGER

ACCOUNT # 011-192-0192-RT04

## **PROGRAM MISSION**

The Disability Claims Program processes all claims for disability retirement and for death benefits for survivors. It also ushers claims through the necessary administrative and legal channels.

- Provides initial counseling to over 120 disability applicants per annum.
- Processes 20 approved disability cases per year.
- Adjusts 100 survivors' benefits per annum.
- Coordinates 100 medical panels per year.
- Assigns 20 review officer hearings per annum.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To process claims filed for disability retirement.	Avg. days processing time.	180.
2 To process claims from survivors for death benefits.	Avg. days processing time.	180.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 4. DISABILITY CLAIMS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	102,206	140,174	122,680	99,422	-23,258
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp	2,500		4,000		-4,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	104,706	140,174	126,680	99,422	-27,258
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	2,580	3,086	2,000		-2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip			200		-200
0280. Transport of Persons	500	159			
0290. Misc Contractual Svcs	22,000	20,634	4,000		-4,000
TOTAL CONTRACTUAL SERVICES	25,080	23,879	6,200	0	-6,200
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	1,727	1,559			
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	1,727	1,559	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges		691			
TOTAL CURRENT CHGS & OBLIG	0	691	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip			500		-500
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	500	0	-500
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>131,513</b>	<b>166,304</b>	<b>133,380</b>	<b>99,422</b>	<b>-33,958</b>

## **PROGRAM PERSONNEL**

### PROGRAM 4. DISABILITY CLAIMS

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
PR ADM AST	MM8	1.00	1.00	51,882					1.00	51,882
ADMIN ASST	R15	1.00	1.00	28,138					1.00	28,138
PR CLK TYP	R8	1.00	1.00	21,804					1.00	21,804
<b>TOTAL</b>		<b>3.00</b>	<b>3.00</b>	<b>101,824</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>3.00</b>	<b>101,824</b>

**PLUS:** DIFFERENTIAL PAYMENTS 0

COLLECTIVE BARGAINING 0

OTHER 300

**MINUS:** SALARY SAVINGS 0.00 2,702

FY 93 TOTAL REQUEST 3.00 99,422

# PROGRAM 5. VERIFICATION/REPORTING

CHARLES R. CURRAN, MANAGER

ACCOUNT # 011-192-0192-RT05

## PROGRAM MISSION

The mission of the Verification/Reporting Program is to ensure the proper distribution and ongoing receipt of retirement or refunded benefits. This program also monitors and controls the status of benefits received by ordinary retirees, disability retirees, and beneficiaries.

- Calculates over 600 retirement applications annually.
- Issues warrants for 1,900 refunds and/or transfers per annum.
- Processes over 1,000 indemnification requests per year.
- Performs in excess of 400 desk reviews of disability retirement cases annually.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To make initial payments to new retirees and issue refunds to terminated members promptly.	a Avg. days processing time for initial payments. b Avg. days processing time for refunds.	45. 60.
3 To process cases promptly for administrative or Board determinations.	a Avg. wks. for administrative resolution. b Avg. wks. for Board resolution.	6. 14.
4 To audit earnings of disabled retirees for compliance with retirement laws.	Audits of disability retirees earnings.	2,500.
4 To review the disability status of retirees and promote rehabilitation when appropriate.	a Disability case reviews. b Medical reexaminations. c Disabled retirees rehabilitated or reevaluated and returned to work.	150. 20. 1.
5 To process medical indemnification claims promptly, in cooperation with the Law and Health and Hospitals Departments.	Avg. wks. for indemnification processing.	12.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 5. VERIFICATION/REPORTING

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	233,267	209,452	194,195	169,460	-24,735
0110. Emergency Employees					
0120. Overtime					
0160. Unemployment Comp	2,500		12,000		-12,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	235,767	209,452	206,195	169,460	-36,735
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	5,160	3,086	2,000		-2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	1,153	105	300		-300
0280. Transport of Persons	500				
0290. Misc Contractual Svcs	1,000	248			
TOTAL CONTRACTUAL SERVICES	7,813	3,439	2,300	0	-2,300
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp	450				
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	2,253	711			
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	2,703	711	0	0	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	4,612				
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	4,612	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip			500		-500
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	500	0	-500
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>250,895</b>	<b>213,602</b>	<b>208,995</b>	<b>169,460</b>	<b>-39,535</b>

**PROGRAM PERSONNEL**  
PROGRAM 5. VERIFICATION/REPORTING

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
AS EX OFF	MM10	1.00	1.00	60,434					1.00	60,434
HD PENS EX	MM8	1.00	1.00	51,882					1.00	51,882
ADMIN ASST	R15	1.00	1.00	30,937					1.00	30,937
P PENS EXM	R12	1.00	1.00	25,508					1.00	25,508
<b>TOTAL</b>		<b>4.00</b>	<b>4.00</b>	<b>168,761</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>4.00</b>	<b>168,761</b>
 <b>PLUS:</b> DIFFERENTIAL PAYMENTS										
COLLECTIVE BARGAINING										
OTHER										
<b>MINUS:</b> SALARY SAVINGS										
FY 93 TOTAL REQUEST										

# **RETIREMENT BOARD**

## **M/WBE PROGRAM COMMITMENT - FY93**

The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

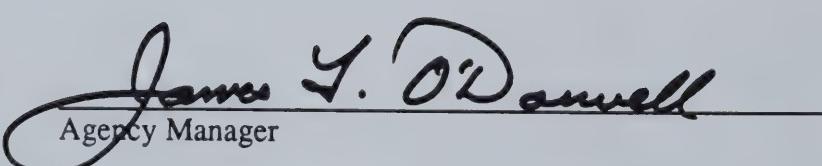
That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.



\_\_\_\_\_  
James T. O'Donnell  
Agency Manager





# TREASURY DEPARTMENT



LEE F. JACKSON, COLLECTOR-TREASURER

ACCOUNT # 011-137

## DEPARTMENT MISSION

The mission of the Treasury Department is to collect and transfer all funds due to the City. It is also the Department's mission to deposit and invest City funds, manage the City's borrowings, and make all disbursements.

## DESCRIPTION OF SERVICES

The Treasury Division receives, deposits, and invests funds, and pays all warrants, drafts, and orders. The Division issues, redeems, and pays interest on all bonds and notes, and maintains custody of all trusts and bequests left to the City. Additionally, the Division issues and distributes payroll checks and issues required federal and state tax forms. The Collecting Division issues and collects all current and delinquent tax billings, and departmental revenue. The Division also prepares petitions for land court proceedings and municipal liens, and processes abatements and refunds. Additionally, the Division prepares tax certifications and tax takings, and researches tax problems.

## DEPARTMENT BUDGET

DIVISION NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. TREASURY DIVISION	30.0	\$945,000
2. COLLECTING DIVISION	31.0	\$1,300,000
<b>TOTAL DEPARTMENT</b>	<b>61.0</b>	<b>\$2,245,00</b>

## DEPARTMENT HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,813,153	1,885,009	1,642,526	1,702,169	59,643
0110. Emergency Employees					
0120. Overtime	49,252	48,671	77,480	33,533	-43,947
0160. Unemployment Comp		3,930	10,000		-10,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	1,862,405	1,937,610	1,730,006	1,735,702	5,696
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	50,577	43,267	40,084	40,084	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	9,496	11,248	13,280	13,280	
0280. Transport of Persons	5,205	6,395	6,400	6,400	
0290. Misc Contractual Svcs	163,940	78,843	116,900	71,900	-45,000
TOTAL CONTRACTUAL SERVICES	229,218	139,753	176,664	131,664	-45,000
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	371,446	340,734	425,970	350,694	-75,276
0370. Clothing Allowance					
0390. Misc Supp & Mat	930	469	2,000	2,000	
TOTAL SUPPLIES & MATERIALS	372,376	341,203	427,970	352,694	-75,276
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	2,864	9	7,400	2,000	-5,400
0490. Other Current Charges	21,742	21,670	20,290	20,290	
TOTAL CURRENT CHGS & OBLIG	24,606	21,679	27,690	22,290	-5,400
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	2,147	1,505	1,650	1,650	
0590. Misc Equipment			8,100		-8,100
TOTAL EQUIPMENT	2,147	1,505	9,750	1,650	-8,100
<b>OTHER</b>					
0600. Special Appropriation	801,824	883,925	1,000	1,000	
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	801,824	883,925	1,000	1,000	0
<b>GRAND TOTAL</b>	<b>3,292,576</b>	<b>3,325,675</b>	<b>2,373,080</b>	<b>2,245,000</b>	<b>-128,080</b>

# TREASURY DIVISION

GEORGE E. MAHONEY, DIVISION HEAD

ACCOUNT # 011-137-0138

## DIVISION MISSION

The Treasury Division receives and has care and custody of all monies, property, and securities acquired by virtue of any statute, ordinance, gift, devise, bequest, or deposit. In addition, the Division pays all warrants, drafts, bonds, and approved executions against the City.

## DESCRIPTION OF SERVICES

The Treasury Division has custody of all cash and investments of the City of Boston. The Division pays vendors, interest and principal to bondholders, salaries, and payroll deductions to agencies. Additionally, the Division reports to the IRS and the Commonwealth W-2, 1099, and 941E information.

## DIVISION BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. ADMINISTRATION	5.0	\$305,277
2. GENERAL SERVICE/DEBT SERVICE	5.0	\$203,786
3. PAYROLL/RECONCILIATION	7.0	\$308,972
4. ACCOUNTING	13.0	\$126,965
<b>TOTAL DIVISION</b>	<b>30.0</b>	<b>\$945,000</b>

## AUTHORIZING STATUTES/ORDINANCES

*Bonding Requirements,*  
MGLA c.41,s.35

*Deposit on Funds,*  
MGLA c.40, s. 3, 5; MGLA c. 41, s. 46; MGLA c. 44, s. 53-55; MGLA c. 70A, s. 4; MGLA c. 94C, s. 47

*Custody and Safekeeping of Municipal Funds,*  
MGLA c. 40, s. 5B; MGLA c. 41, s. 36, 44, 46; MGLA c. 44, s. 53-55

*Payment of Bills, Payrolls, Withholding,* MGLA c. 41, s. 35, 41-43, 52, 56, 65-67; MGLA c. 71, s. 37B; MGLA c. 149, s. 148, 178B; MGLA c. 62B, s. 2; MGLA c. 62C, s. 10; MGLA c. 32, s. 22; MGLA c. 32B, s. 7; MGLA c. 154, s. 8; MGLA c. 175, s. 138A, 193R; MGLA c. 180, s. 17; 26 USC 3401-3406

*Reporting of Indebtedness,*  
MGLA c. 41, s. 59; MGLA c. 44, s. 2-28

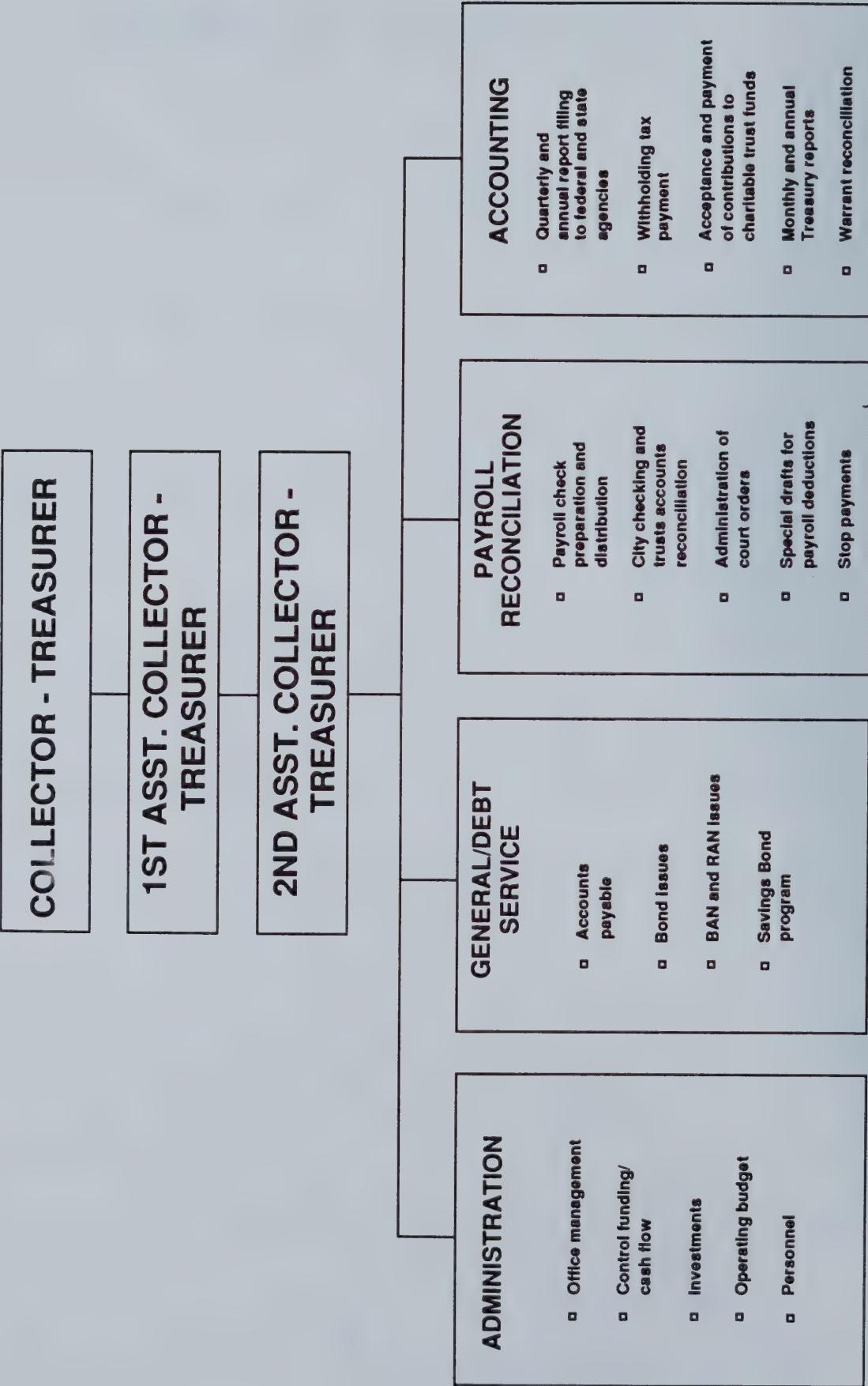
*Appropriated Expenditures,*  
MGLA c. 44, s. 31, 53, 62-63

*Tax Title Responsibilities,*  
MGLA c. 60, s. 61-63, 76-77, 79-80

*Tax Rate Determination/Classification,*  
MGLA c. 59, s. 23, 38, 43, 53-55

*Tax Abatements,*  
MGLA c. 58, s. 8; MGLA c. 59, s. 5, 59, 63, 69

# TREASURY DIVISION



## DIVISION HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	769,213	817,270	788,416	769,503	-18,913
0110. Emergency Employees					
0120. Overtime	7,219	14,848	27,480	5,433	-22,047
0160. Unemployment Comp		3,930	10,000		-10,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	776,432	836,048	825,896	774,936	-50,960
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	21,906	19,189	19,084	19,084	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	2,922	3,682	4,780	4,780	
0280. Transport of Persons	5,045	6,180	6,000	6,000	
0290. Misc Contractual Svcs	157,797	71,797	53,600	53,600	
TOTAL CONTRACTUAL SERVICES	187,670	100,848	83,464	83,464	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	133,242	95,086	70,990	70,990	
0370. Clothing Allowance					
0390. Misc Supp & Mat	930	412	1,700	1,700	
TOTAL SUPPLIES & MATERIALS	134,172	95,498	72,690	72,690	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase			7,400	2,000	-5,400
0490. Other Current Charges	12,781	12,619	11,160	11,160	
TOTAL CURRENT CHGS & OBLIG	12,781	12,619	18,560	13,160	-5,400
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		600	750	750	
0590. Misc Equipment					
TOTAL EQUIPMENT	0	600	750	750	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>1,111,055</b>	<b>1,045,613</b>	<b>1,001,360</b>	<b>945,000</b>	<b>-56,360</b>

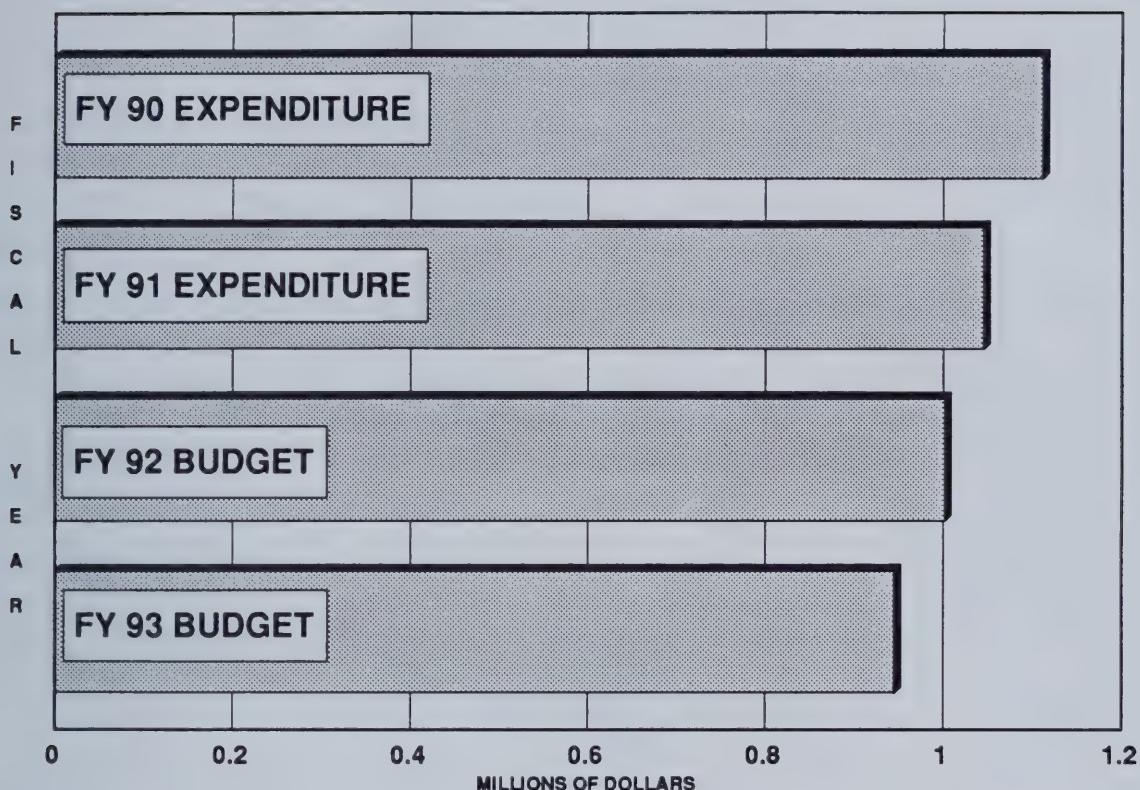
## DIVISION PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
COLL TREAS		1.00	1.00	80,000					1.00	80,000
1 AST CL T	MM11	1.00	1.00	64,199					1.00	64,199
2D A CL-TR	MM9	1.00	1.00	55,794					1.00	55,794
EXEC SEC	MM9	1.00	1.00	54,257					1.00	54,257
SUPV ACCTG	MM8	3.00	3.00	155,646					3.00	155,646
PRADAST TR	MM6	2.00	2.00	86,084					2.00	86,084
SR AD AS	MM5	3.00	3.00	117,780					3.00	117,780
SR RES ANL	MM3	1.00	1.00	32,462					1.00	32,462
PRIN ACTNT	R16	4.00	4.00	126,435					4.00	126,435
ADMIN ASST	R15	1.00	1.00	31,652					1.00	31,652
ADMIN ANL	R14	1.00	1.00	27,239					1.00	27,239
ADMIN SEC	R14	1.00	1.00	23,128					1.00	23,128
REFUND TEL	R14	1.00	1.00	23,353					1.00	23,353
HD ADM CLK	R13	2.00	2.00	53,055					2.00	53,055
SR ACCTNT	R13	3.00	3.00	59,873					3.00	59,873
ACCOUNTANT	R11	2.00	2.00	46,765					2.00	46,765
HEAD CLERK	R11	2.00	2.00	40,651					2.00	40,651
PRIN CLERK	R8	1.00	1.00	21,804					1.00	21,804
<b>TOTAL</b>		<b>31.00</b>	<b>31.00</b>	<b>1,100,177</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>31.00</b>	<b>1,100,177</b>

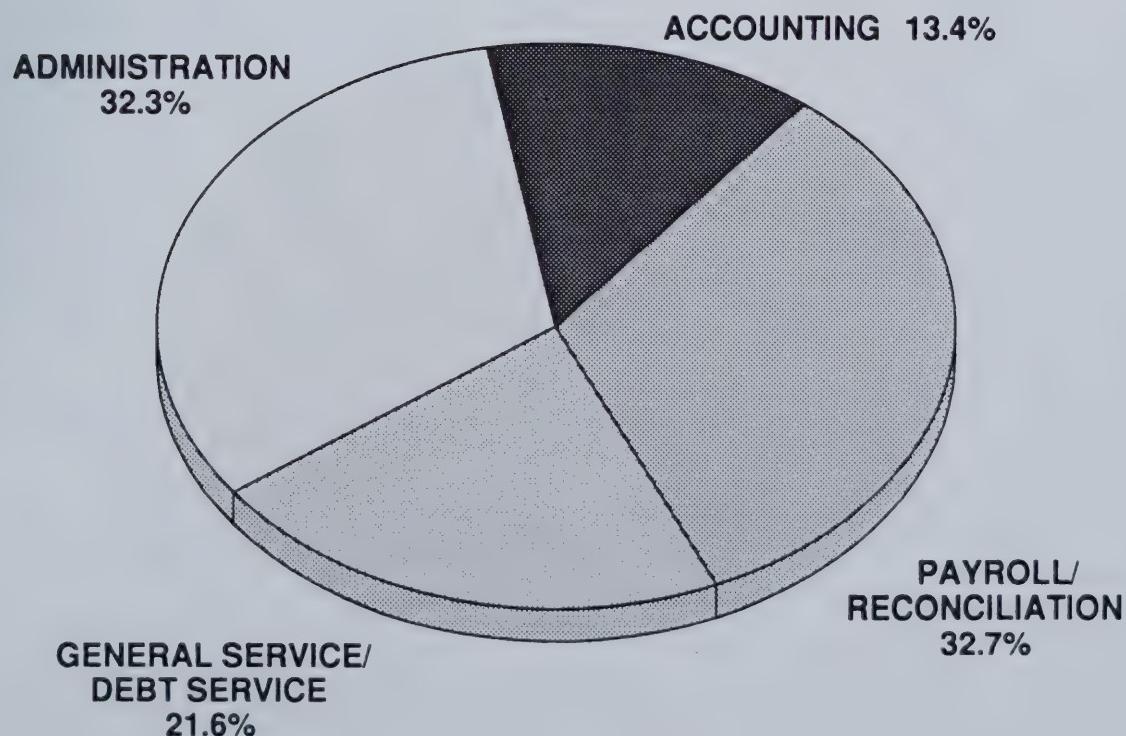
<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		14,592
<b>MINUS:</b>	SALARY SAVINGS	1.00
	FY 93 TOTAL REQUEST	<b>345,266</b>
	<b>30.00</b>	<b>769,503</b>

**Total Working January 1, 1991:** **32.0**

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 ADMIN	PROGRAM 2 GN/DEBT SVC	PROGRAM 3 PAY/RECON	PROGRAM 4 ACCOUNTING	TOTAL
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	244,006	160,328	246,948	118,221	769,503
0110. Emergency Employees					
0120. Overtime	883	1,215	2,819	516	5,433
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	244,889	161,543	249,767	118,737	774,936
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	4,468	3,418	7,400	3,798	19,084
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	360	605	3,535	280	4,780
0280. Transport of Persons	2,700		3,300		6,000
0290. Misc Contractual Svcs	34,600	10,000	9,000		53,600
TOTAL CONTRACTUAL SERVICES	42,128	14,023	23,235	4,078	83,464
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	3,650	27,920	35,770	3,650	70,990
0370. Clothing Allowance					
0390. Misc Supp & Mat	700	300	200	500	1,700
TOTAL SUPPLIES & MATERIALS	4,350	28,220	35,970	4,150	72,690
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	2,000				2,000
0470. Indemnification					
0490. Other Current Charges	11,160				11,160
TOTAL CURRENT CHGS & OBLIG	13,160	0	0	0	13,160
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	750				750
0590. Misc Equipment					
TOTAL EQUIPMENT	750	0	0	0	750
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>					
	305,277	203,786	308,972	126,965	945,000

# **PROGRAM 1. ADMINISTRATION**

GEORGE E. MAHONEY, MANAGER

ACCOUNT # 011-137-0138-TT01

## **PROGRAM MISSION**

The Administration Program hires, trains, and manages all Treasury Division personnel and ensures overall effective and efficient fund management.

- Receives and takes charge of accounts for all monies belonging to the City averaging \$1.5B annually.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To optimize the return on invested City funds.	Monthly average yield.	3.5%.
2 To pay vendors within stated terms, taking advantage of discounts when offered.	a Percent of warrants processed within terms.	100%.
	b Percent of discount warrants processed.	100%.
3 To create and monitor an internal cash flow that will include variance analyses.	Cashflow reports.	12.
4 To monitor the compensating balance contract.	Bank statements of costs and earnings allowances analyzed.	12.

## PROGRAM HISTORY BY OBJECT CODE

### PROGRAM 1. ADMINISTRATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	231,608	241,225	224,482	244,006	19,524
0110. Emergency Employees					
0120. Overtime	823	2,208	4,775	883	-3,892
0160. Unemployment Comp		3,930	5,000		-5,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	232,431	247,363	234,257	244,889	10,632
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	5,258	5,133	4,468	4,468	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	1,784	3,372	360	360	
0280. Transport of Persons	4,415	2,715	2,700	2,700	
0290. Misc Contractual Svcs	148,702	41,861	34,600	34,600	
TOTAL CONTRACTUAL SERVICES	160,159	53,081	42,128	42,128	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	23,188	1,608	3,650	3,650	
0370. Clothing Allowance					
0390. Misc Supp & Mat	475	300	700	700	
TOTAL SUPPLIES & MATERIALS	23,663	1,908	4,350	4,350	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase			7,400	2,000	-5,400
0490. Other Current Charges	12,500	12,499	11,160	11,160	
TOTAL CURRENT CHGS & OBLIG	12,500	12,499	18,560	13,160	-5,400
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		600	750	750	
0590. Misc Equipment					
TOTAL EQUIPMENT	0	600	750	750	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>428,753</b>	<b>315,451</b>	<b>300,045</b>	<b>305,277</b>	<b>5,232</b>

## **PROGRAM PERSONNEL**

## PROGRAM 1. ADMINISTRATION

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL SALARY	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY		
COLL TREAS		1.00	1.00	80,000				1.00	80,000	
1 AST CL T	MM11	1.00	1.00	64,199				1.00	64,199	
2D A CL-TR	MM9	1.00	1.00	55,794				1.00	55,794	
HEAD CLERK	R11	2.00	2.00	40,651				2.00	40,651	
<b>TOTAL</b>		<b>5.00</b>	<b>5.00</b>	<b>240,644</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>5.00</b>	<b>240,644</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	3,362
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>5.00</b> <b>244,006</b>

# **PROGRAM 2. GENERAL SERVICE/DEBT SERVICE**

CHARLES COSTELLO, MANAGER

ACCOUNT # 011-137-0138-TT02

## **PROGRAM MISSION**

The General Service/Debt Service Program makes all nonpayroll payments and disbursements of the City. The program is responsible for all vendor accounts payable disbursements, issuance of refund checks for real estate tax overpayments, issuance of tax title and retirement payments, purchase of savings bonds, processing of manual drafts for expedited payments, and the maintenance of records for principal and interest payments on City borrowings.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To use on-line systems to prepare and disburse all non-payroll checks.	Non-payroll checks prepared monthly.	8,000.
2 To create check registers and fund allocation reports for reconciliation and accounting purposes.	Check registers and fund allocation reports created daily.	1.
3 To verify all bond and interest coupons and, upon cancellation, present them to the Auditor.	Bond and interest coupons reports verified.	12.
4 To use an electronic stop payment system on all non-payroll checks reported as not being received.	Avg. days required to reissue stop payment checks.	20.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. GENERAL SERVICE/DEBT SERVICE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	152,882	146,627	189,411	160,328	-29,083
0110. Emergency Employees					
0120. Overtime	1,439	2,872	5,764	1,215	-4,549
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	154,321	149,499	195,175	161,543	-33,632
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	4,162	3,514	3,418	3,418	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip		235	605	605	
0280. Transport of Persons					
0290. Misc Contractual Svcs	159	1,017	10,000	10,000	
TOTAL CONTRACTUAL SERVICES	4,321	4,766	14,023	14,023	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	8,020	3,716	27,920	27,920	
0370. Clothing Allowance					
0390. Misc Supp & Mat		112	300	300	
TOTAL SUPPLIES & MATERIALS	8,020	3,828	28,220	28,220	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	116				
TOTAL CURRENT CHGS & OBLIG	116	0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>166,778</b>	<b>158,093</b>	<b>237,418</b>	<b>203,786</b>	<b>-33,632</b>

**PROGRAM PERSONNEL**  
PROGRAM 2. GENERAL SERVICE/DEBT SERVICE

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
SUPV ACCTG	MM8	1.00	1.00	51,882				1.00	51,882	
SR AD AS	MM5	1.00	1.00	39,418				1.00	39,418	
PRIN ACTNT	R16	1.00	1.00	31,343				1.00	31,343	
REFUND TEL	R14	1.00	1.00	23,353				1.00	23,353	
PRIN CLERK	R8	1.00	1.00	21,804				1.00	21,804	
<b>TOTAL</b>		<b>5.00</b>	<b>5.00</b>	<b>167,800</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>5.00</b>	<b>167,800</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	4,419
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>5.00</b>
		<b>160,328</b>

# **PROGRAM 3. PAYROLL/RECONCILIATION**

PAUL LACERDA, MANAGER

ACCOUNT # 011-137-0138-TT03

## **PROGRAM MISSION**

The Payroll/Reconciliation Program issues, on a timely basis, all payroll checks for City, County, hospital, and school employees. Additionally, the program is responsible for preparing drafts for each payroll deduction available to and utilized by employees, and splitting checks between various employees and other parties required by court assignments, Internal Revenue levies, and/or Department of Revenue levies. The program is also responsible for the reconciliation of bank statements and City records for all high volume checking accounts on a timely basis.

- Generates weekly annuity and deferred compensation checks to approximately 60 companies.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To process and distribute all payroll checks and split employees checks for wage assignments.	a Pct. of payroll checks processed and distributed. b Pct. of split checks processed.	100%.
2 To prepare drafts for payroll deductions and issue checks to the appropriate companies.	a Weekly drafts prepared. b Monthly drafts prepared.	3,100. 700.
3 To stop payments on lost, stolen checks, or forgeries, and reissue checks to proper accounts.	Avg. wks. to process stop payments.	3.
4 To charge and fund approved payroll warrants according to cash management funding schedules.	Pct. of payroll warrants funded and charged daily.	100%.
5 To reconcile large volume checking accounts using a variety of computer systems.	Reconciled reports.	12.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 3. PAYROLL/RECONCILIATION

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	261,653	272,770	285,337	246,948	-38,389
0110. Emergency Employees					
0120. Overtime	3,405	7,191	12,407	2,819	-9,588
0160. Unemployment Comp			5,000		-5,000
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	265,058	279,961	302,744	249,767	-52,977
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	7,886	6,658	7,400	7,400	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	1,138	75	3,535	3,535	
0280. Transport of Persons	630	3,465	3,300	3,300	
0290. Misc Contractual Svcs	8,936	9,119	9,000	9,000	
TOTAL CONTRACTUAL SERVICES	18,590	19,317	23,235	23,235	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	102,034	89,692	35,770	35,770	
0370. Clothing Allowance					
0390. Misc Supp & Mat	80		200	200	
TOTAL SUPPLIES & MATERIALS	102,114	89,692	35,970	35,970	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	165	120			
TOTAL CURRENT CHGS & OBLIG	165	120	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>385,927</b>	<b>389,090</b>	<b>361,949</b>	<b>308,972</b>	<b>-52,977</b>

**PROGRAM PERSONNEL**  
PROGRAM 3. PAYROLL/RECONCILIATION

POSITION	GRADE	FILLED	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
		3/17/92	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
SUPV ACCTG	MM8	1.00	1.00	51,882					1.00	51,882
PRADAST TR	MM6	1.00	1.00	43,042					1.00	43,042
PRIN ACTNT	R16	2.00	2.00	65,046					2.00	65,046
ADMIN ANL	R14	1.00	1.00	27,239					1.00	27,239
HD ADM CLK	R13	2.00	2.00	53,055					2.00	53,055
SR ACCTNT	R13	1.00	1.00	22,539					1.00	22,539
<b>TOTAL</b>		<b>8.00</b>	<b>8.00</b>	<b>262,803</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>8.00</b>	<b>262,803</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	2,968
<b>MINUS:</b>	SALARY SAVINGS	1.00
	FY 93 TOTAL REQUEST	<u><u>7.00</u></u>
		<b><u><u>246,948</u></u></b>

# **PROGRAM 4. ACCOUNTING**

KENNETH NILES, MANAGER

ACCOUNT # 011-137-0138-TT04

## **PROGRAM MISSION**

The Accounting Program records and reconciles on a daily basis the cash and investment balances of the City. It reports daily on all financial transactions. Additionally, the program prepares and files federal and state forms and ensures payment of withholding taxes to state and federal agencies.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To account for cash and investment of all funds and to report/reconcile with the Auditing Department.	Pct. of fund balances researched and validated monthly.	100%.
2 To remit federal, state, and FICA taxes and issue all required payroll reports.	Payments of withholding and FICA taxes.	52.
3 To maintain permanent documentation of the Division's financial activities.	Pct. of file documentation by 9/92.	100%.
4 To produce an annual financial statement of the Collector-Treasurer.	FY92 financial statement completed by 12/92.	1.
5 To reconcile all warrants payable, Trust Office, cash, and State-Boston Retirement System transactions, and to reconcile compensating balance agreements with banks.	Pct. of agreements reconciled monthly.	100%.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 4. ACCOUNTING

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	123,070	156,648	89,186	118,221	29,035
0110. Emergency Employees					
0120. Overtime	1,552	2,577	4,534	516	-4,018
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	124,622	159,225	93,720	118,737	25,017
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	4,600	3,884	3,798	3,798	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct			280	280	
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs		19,800			
TOTAL CONTRACTUAL SERVICES	4,600	23,684	4,078	4,078	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat		70	3,650	3,650	
0370. Clothing Allowance					
0390. Misc Supp & Mat	375		500	500	
TOTAL SUPPLIES & MATERIALS	375	70	4,150	4,150	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG		0	0	0	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT		0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER		0	0	0	0
<b>GRAND TOTAL</b>	<b>129,597</b>	<b>182,979</b>	<b>101,948</b>	<b>126,965</b>	<b>25,017</b>

## **PROGRAM PERSONNEL**

### PROGRAM 4. ACCOUNTING

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
EXEC SEC	MM9	1.00	1.00	54,257					1.00	54,257
SUPV ACCTG	MM8	1.00	1.00	51,882					1.00	51,882
PRADAST TR	MM6	1.00	1.00	43,042					1.00	43,042
SR AD AS	MM5	2.00	2.00	78,362					2.00	78,362
SR RES ANL	MM3	1.00	1.00	32,462					1.00	32,462
PRIN ACTNT	R16	1.00	1.00	30,046					1.00	30,046
ADMIN ASST	R15	1.00	1.00	31,652					1.00	31,652
ADMIN SEC	R14	1.00	1.00	23,128					1.00	23,128
SR ACCTNT	R13	2.00	2.00	37,334					2.00	37,334
ACCOUNTANT	R11	2.00	2.00	46,765					2.00	46,765
<b>TOTAL</b>		<b>13.00</b>	<b>13.00</b>	<b>428,930</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>13.00</b>	<b>428,930</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	3,843
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>13.00</b>
		<b>314,552</b>
		<b>118,221</b>

# COLLECTING DIVISION

JOHN E. FOLEY, DIVISION HEAD

ACCOUNT # 011-137-0137

## DIVISION MISSION

The mission of the Collecting Division is to collect taxes (property and excise) and fees due to the City using statutorily prescribed strategies as well as acceptable collection techniques. The Division is also responsible for recording and depositing collections of monies from other City departments with the Treasury Division.

## DESCRIPTION OF SERVICES

The Collecting Division mails all tax bills and collects both current and delinquent taxes. The Division also prepares and files tax takings and tax certification liens, issues municipal lien certificates, and prepares petitions for foreclosure. Additionally, the Division prepares property redemption certificates, collects fees and fines through teller windows, and prepares reports and analyses on various fiscal issues.

## DIVISION BUDGET

PROGRAM NAME	FY 93 RECOMMENDED BUDGET	
	FUNDED QUOTA	TOTAL DOLLARS
1. GENERAL MANAGEMENT/SPECIAL PROJECTS	9.0	\$343,653
2. SPECIAL COLLECTIONS	8.0	\$247,234
3. TAX TITLE SYSTEM	2.0	\$87,323
4. TELLER OPERATIONS	5.0	\$131,231
5. ACCOUNTING/SPECIAL ASSESSMENTS	1.0	\$47,095
6. CURRENT PAYMENT SERVICES	6.0	\$443,464
<b>TOTAL DIVISION</b>	<b>31.0</b>	<b>\$1,300,000</b>

## AUTHORIZING STATUTES/ORDINANCES

*Collection of Local Taxes,*  
MGLA c. 60

*General Authorizing Statutes,*  
Ch. 434, s. 7, Acts of 1943

*Motor Vehicle Excise Tax,*  
MGLA c. 60A

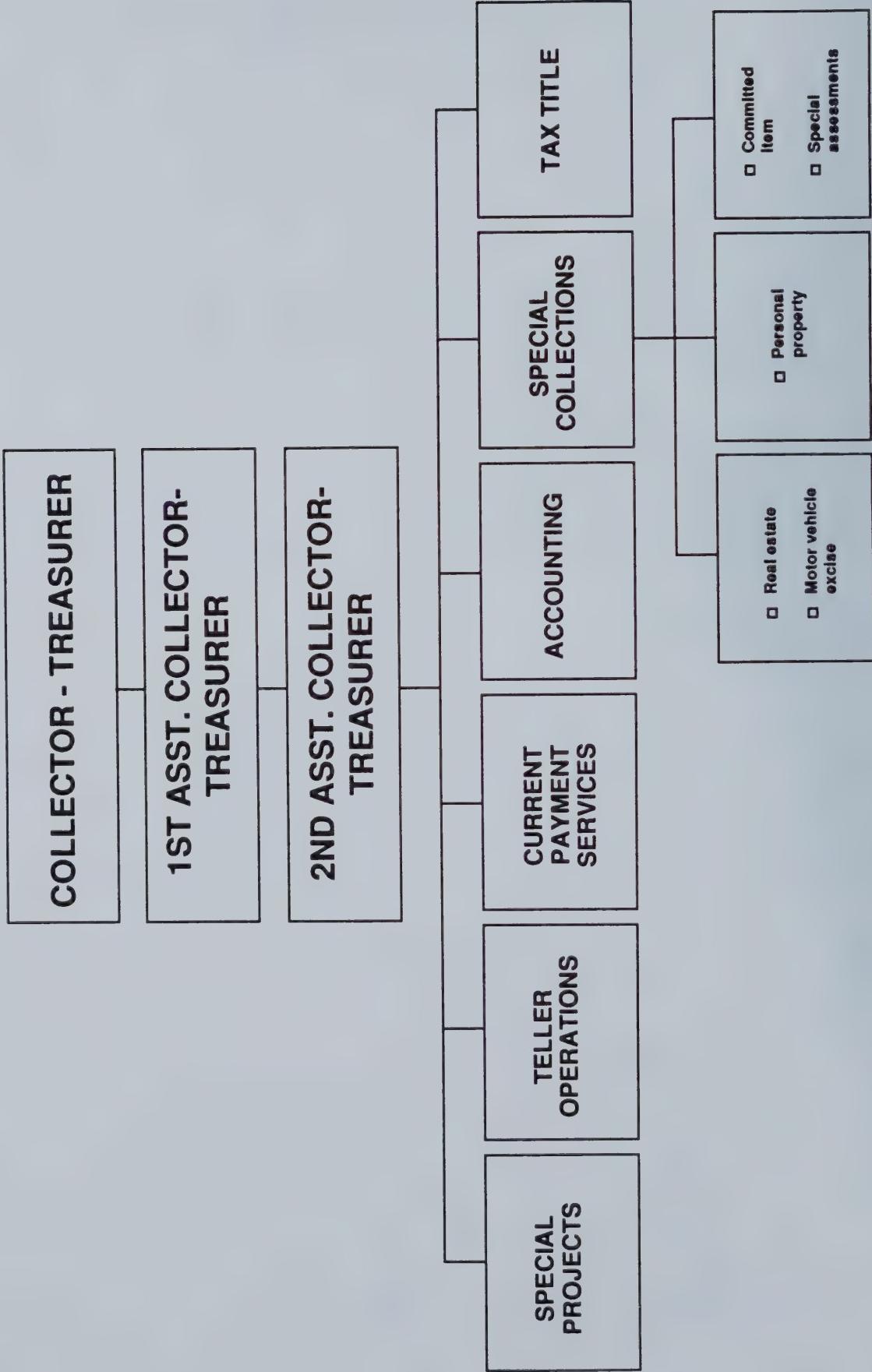
*Gifts and Grants,*  
MGLA c. 44, s. 53A

*Municipal Indebtedness,*  
MGLA, c. 44, s. 11, 20

*Sale/Disposal of Realty/Public Land,*  
MGLA c. 44 s. 63-63A

*Classification and Taxation of Recreational Land,*  
MGLA c. 60B

# COLLECTING DIVISION



## DIVISION HISTORY BY OBJECT CODE

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	1,043,940	1,067,739	854,110	932,666	78,556
0110. Emergency Employees					
0120. Overtime	42,033	33,823	50,000	28,100	-21,900
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	1,085,973	1,101,562	904,110	960,766	56,656
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	28,671	24,078	21,000	21,000	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	6,574	7,566	8,500	8,500	
0280. Transport of Persons	160	215	400	400	
0290. Misc Contractual Svcs	6,143	7,046	63,300	18,300	-45,000
TOTAL CONTRACTUAL SERVICES	41,548	38,905	93,200	48,200	-45,000
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	238,204	245,648	354,980	279,704	-75,276
0370. Clothing Allowance					
0390. Misc Supp & Mat		57	300	300	
TOTAL SUPPLIES & MATERIALS	238,204	245,705	355,280	280,004	-75,276
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	2,864	9			
0490. Other Current Charges	8,961	9,051	9,130	9,130	
TOTAL CURRENT CHGS & OBLIG	11,825	9,060	9,130	9,130	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	2,147	905	900	900	
0590. Misc Equipment			8,100		-8,100
TOTAL EQUIPMENT	2,147	905	9,000	900	-8,100
<b>OTHER</b>					
0600. Special Appropriation	801,824	883,925	1,000	1,000	
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	801,824	883,925	1,000	1,000	0
<b>GRAND TOTAL</b>	<b>2,181,521</b>	<b>2,280,062</b>	<b>1,371,720</b>	<b>1,300,000</b>	<b>-71,720</b>

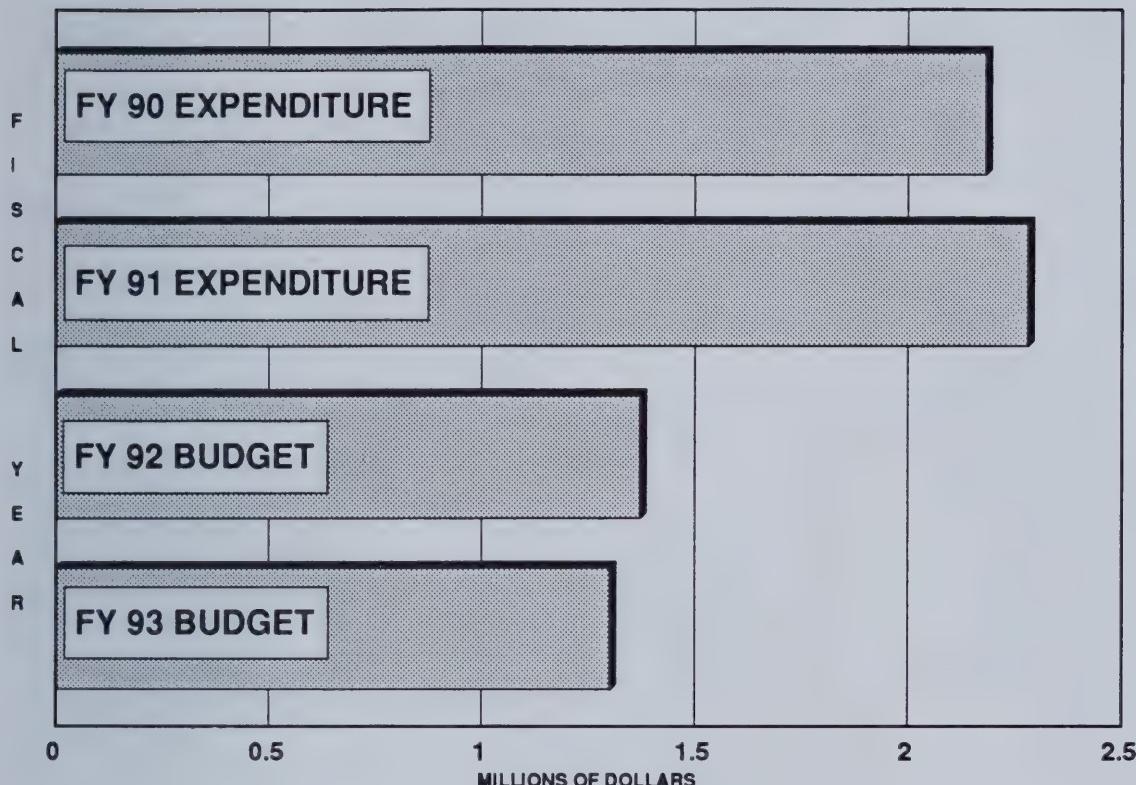
## DIVISION PERSONNEL

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	
1 AST CL T	MM11	1.00	1.00	64,199					1.00	64,199
2D A CL-TR	MM9	1.00	1.00	55,794					1.00	55,794
PR ADM AST	MM6	6.00	6.00	242,682					6.00	242,682
ADMIN ASST	R15	2.00	2.00	64,546					2.00	64,546
SR PROGRMR	R15		1.00	24,526					1.00	24,526
TX TITLE S	R15	2.00	2.00	64,551					2.00	64,551
DEPUTY COL	R13	6.00	6.00	156,217					6.00	156,217
TELLER	R13	7.00	7.00	182,596					7.00	182,596
FIELD COLL	R11	1.00	1.00	21,801					1.00	21,801
PR ACCT CL	R8	4.00	4.00	79,047					4.00	79,047
<b>TOTAL</b>		<b>30.00</b>	<b>31.00</b>	<b>955,959</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>31.00</b>	<b>955,959</b>

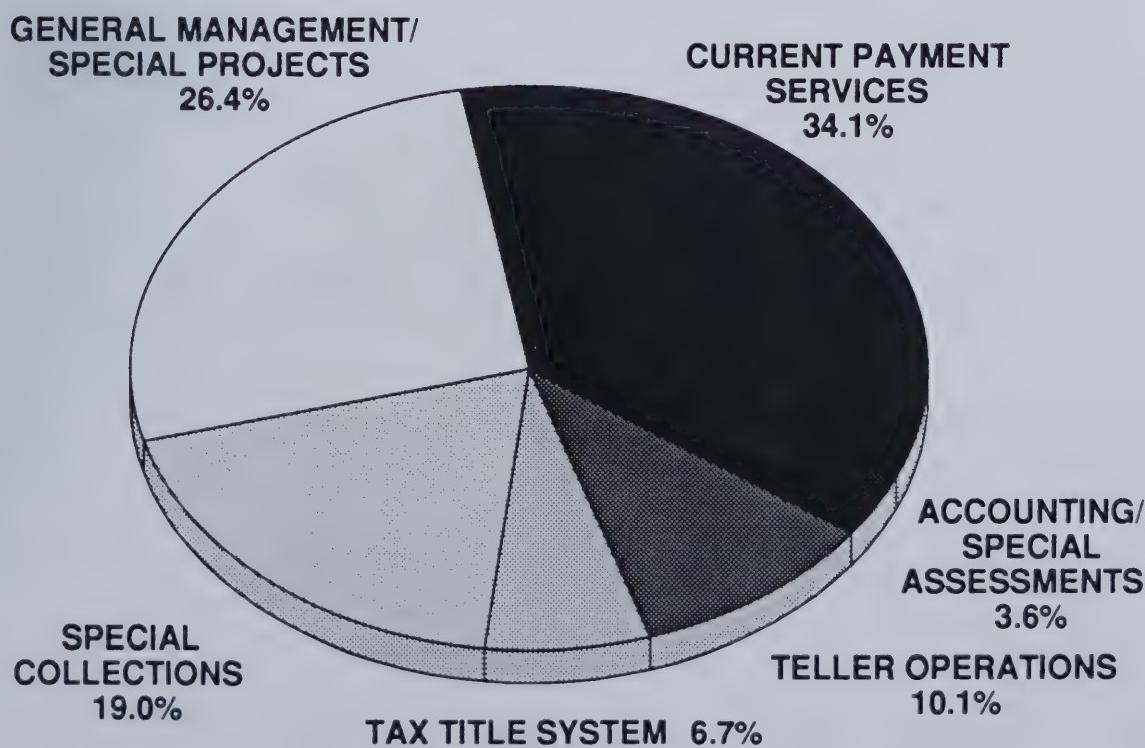
<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
	COLLECTIVE BARGAINING	0
	OTHER	4,050
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>31.00</b>
		<b>932,666</b>

**Total Working January 1, 1991:** 37.0

## HISTORICAL EXPENDITURES



## PROGRAM BUDGET



## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 1 MGT/SP PROJ	PROGRAM 2 SPC COLLECT	PROGRAM 3 TAX TITLE	PROGRAM 4 TELLER OPNS
<b>PERSONAL SERVICES</b>				
0100. Permanent Employees	323,242	212,065	70,170	121,446
0110. Emergency Employees				
0120. Overtime				
0160. Unemployment Comp				
0170. Workmen's Comp				
TOTAL PERSONAL SERVICES	<u>323,242</u>	<u>212,065</u>	<u>70,170</u>	<u>121,446</u>
<b>CONTRACTUAL SERVICES</b>				
0210. Communications	7,171	5,229	1,403	2,585
0220. Light, Heat & Power				
0230. Water & Sewer				
0250. Garbage/Waste Removal				
0260. Repairs Bldg & Struct				
0270. Repairs & Serv Equip	3,000	500	500	4,000
0280. Transport of Persons	100	200		100
0290. Misc Contractual Svcs	1,000	4,000	4,000	200
TOTAL CONTRACTUAL SERVICES	<u>11,271</u>	<u>9,929</u>	<u>5,903</u>	<u>6,885</u>
<b>SUPPLIES &amp; MATERIALS</b>				
0300. Auto Energy Supp				
0320. Food Supplies				
0330. Heat Supp & Mat				
0340. Household Supp & Mat				
0350. Medical, Dental, Etc				
0360. Office Supp & Mat	5,300	22,000	9,900	1,500
0370. Clothing Allowance				
0390. Misc Supp & Mat	100	100		
TOTAL SUPPLIES & MATERIALS	<u>5,400</u>	<u>22,100</u>	<u>9,900</u>	<u>1,500</u>
<b>CURRENT CHGS &amp; OBLIG</b>				
0450. Aid to Veterans				
0460. Equipment Lease/Purchase				
0470. Indemnification				
0490. Other Current Charges	3,340	2,640	350	1,400
TOTAL CURRENT CHGS & OBLIG	<u>3,340</u>	<u>2,640</u>	<u>350</u>	<u>1,400</u>
<b>EQUIPMENT</b>				
0500. Automotive Equip				
0560. Office Furn & Equip	400	500		
0590. Misc Equipment				
TOTAL EQUIPMENT	<u>400</u>	<u>500</u>	<u>0</u>	<u>0</u>
<b>OTHER</b>				
0600. Special Appropriation				1,000
0700. Struct & Improvements				
0800. Land & Non-Structural				
TOTAL OTHER	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
<b>GRAND TOTAL</b>	<u><u>343,653</u></u>	<u><u>247,234</u></u>	<u><u>87,323</u></u>	<u><u>131,231</u></u>

## PROGRAM SUMMARY BY OBJECT CODE

GROUPS/CLASSES	PROGRAM 5 ACCT/SP AST	PROGRAM 6 CURR PAYMT	TOTAL
<b>PERSONAL SERVICES</b>			
0100. Permanent Employees	43,042	162,701	932,666
0110. Emergency Employees			
0120. Overtime		28,100	28,100
0160. Unemployment Comp			
0170. Workmen's Comp			
TOTAL PERSONAL SERVICES	43,042	190,801	960,766
<b>CONTRACTUAL SERVICES</b>			
0210. Communications	1,403	3,209	21,000
0220. Light, Heat & Power			
0230. Water & Sewer			
0250. Garbage/Waste Removal			
0260. Repairs Bldg & Struct		500	8,500
0270. Repairs & Serv Equip			
0280. Transport of Persons			400
0290. Misc Contractual Svcs	400	8,700	18,300
TOTAL CONTRACTUAL SERVICES	1,803	12,409	48,200
<b>SUPPLIES &amp; MATERIALS</b>			
0300. Auto Energy Supp			
0320. Food Supplies			
0330. Heat Supp & Mat			
0340. Household Supp & Mat			
0350. Medical, Dental, Etc			
0360. Office Supp & Mat	1,800	239,204	279,704
0370. Clothing Allowance			
0390. Misc Supp & Mat	100		300
TOTAL SUPPLIES & MATERIALS	1,900	239,204	280,004
<b>CURRENT CHGS &amp; OBLIG</b>			
0450. Aid to Veterans			
0460. Equipment Lease/Purchase			
0470. Indemnification			
0490. Other Current Charges	350	1,050	9,130
TOTAL CURRENT CHGS & OBLIG	350	1,050	9,130
<b>EQUIPMENT</b>			
0500. Automotive Equip			
0560. Office Furn & Equip			900
0590. Misc Equipment			
TOTAL EQUIPMENT	0	0	900
<b>OTHER</b>			
0600. Special Appropriation			1,000
0700. Struct & Improvements			
0800. Land & Non-Structural			
TOTAL OTHER	0	0	1,000
<b>GRAND TOTAL</b>	<b>47,095</b>	<b>443,464</b>	<b>1,300,000</b>

# **PROGRAM 1. GENERAL MANAGEMENT/SPECIAL PROJECTS**

CELIA M. BARTON, MANAGER

ACCOUNT # 011-137-0137-TC01

## **PROGRAM MISSION**

The General Management/Special Projects Program is responsible for the overall administration of the Collecting Division including hiring, training, and supervising the staff of the various programs and in the management of the VAX 11-780 computer system.

- Issues two financial newsletters annually.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To manage the VAX 11-780 computer system.	a Percent of receipts balanced daily.  b Percent of payments processed and reconciled, and system updates/day.  c Percent of daily and monthly reports balanced with MIS Accounting and Auditing.	100%.  100%.  100%.
2 To maximize the collection of current year real estate and personal property taxes.	Collection rate.	98%.
3 To monitor MGLA c. 121A in-lieu-of-taxes corporations.	121A corporations monitored.	124.
4 To monitor tax exempt PILOT agreements.	PILOT agreements monitored.	34.

**PROGRAM HISTORY BY OBJECT CODE**  
PROGRAM 1. GENERAL MANAGEMENT/SPECIAL PROJECTS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	331,976	370,275	295,587	323,242	27,655
0110. Emergency Employees					
0120. Overtime	13,031	12,093			
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	345,007	382,368	295,587	323,242	27,655
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	7,756	6,632	5,171	7,171	2,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	2,406	3,842	3,000	3,000	
0280. Transport of Persons	128	119	100	100	
0290. Misc Contractual Svcs	2,764	3,907	1,000	1,000	
TOTAL CONTRACTUAL SERVICES	13,054	14,500	9,271	11,271	2,000
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	4,509	7,981	5,300	5,300	
0370. Clothing Allowance					
0390. Misc Supp & Mat			100	100	
TOTAL SUPPLIES & MATERIALS	4,509	7,981	5,400	5,400	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase	2,864	9			
0490. Other Current Charges	8,821	8,460	3,340	3,340	
TOTAL CURRENT CHGS & OBLIG	11,685	8,469	3,340	3,340	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip	298	456	400	400	
0590. Misc Equipment					
TOTAL EQUIPMENT	298	456	400	400	0
<b>OTHER</b>					
0600. Special Appropriation	330,609	401,154			
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	330,609	401,154	0	0	0
<b>GRAND TOTAL</b>	<b>705,162</b>	<b>814,928</b>	<b>313,998</b>	<b>343,653</b>	<b>29,655</b>

**PROGRAM PERSONNEL**  
PROGRAM 1. GENERAL MANAGEMENT/SPECIAL PROJECTS

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
1 AST CL T	MM11	1.00	1.00	64,199					1.00	64,199
2D A CL-TR	MM9	1.00	1.00	55,794					1.00	55,794
PR ADM AST	MM6	1.00	1.00	38,017					1.00	38,017
ADMIN ASST	R15	2.00	2.00	64,546					2.00	64,546
SR PROGRMR	R15		1.00	24,526					1.00	24,526
TELLER	R13	2.00	2.00	53,056					2.00	53,056
PR ACCT CL	R8	1.00	1.00	21,804					1.00	21,804
<b>TOTAL</b>		<b>8.00</b>	<b>9.00</b>	<b>321,942</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>9.00</b>	<b>321,942</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS				0
						COLLECTIVE BARGAINING				0
						OTHER				1,300
					<b>MINUS:</b>	SALARY SAVINGS			0.00	0
						FY 93 TOTAL REQUEST			<b>9.00</b>	<b>323,242</b>

# PROGRAM 2. SPECIAL COLLECTIONS

MICHAEL HUTCHINSON, MANAGER

ACCOUNT # 011-137-0137-TC02

## PROGRAM MISSION

The mission of the Special Collections Program is to collect delinquent real estate, personal property, and motor vehicle excise taxes. The program reduces new tax title accounts through aggressive collection, and reviews account activities prior to the placement of liens.

- Collects an annual average of 56,000 warrant stage delinquent motor vehicle excise taxes.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To collect delinquent taxes through a variety of strategies using deputy collectors and the Legal Section.	a Delinquent real property taxes collected.  b Delinquent personal property taxes collected.  c Delinquent motor vehicle excise tax warrant stage collections.	\$12M.  \$1.5M.  \$2.1M.
2 To reduce, in conjunction with the Assessing Department, Current Payment Services Program, and taxpayers, inappropriate tax accounts.	a Tax title accounts resolved.  b Funds collected.	5,000.  \$12M.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 2. SPECIAL COLLECTIONS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	225,819	210,160	187,729	212,065	24,336
0110. Emergency Employees					
0120. Overtime	1,083	541	21,900		-21,900
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	226,902	210,701	209,629	212,065	2,436
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	8,366	6,979	6,229	5,229	-1,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	559	695	500	500	
0280. Transport of Persons	32	85	200	200	
0290. Misc Contractual Svcs	1,325	1,417	49,000	4,000	-45,000
TOTAL CONTRACTUAL SERVICES	10,282	9,176	55,929	9,929	-46,000
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	25,763	19,748	22,000	22,000	
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	25,763	19,805	22,100	22,100	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	120	295	2,640	2,640	
TOTAL CURRENT CHGS & OBLIG	120	295	2,640	2,640	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment		449	500	500	
TOTAL EQUIPMENT	0	449	8,100		-8,100
TOTAL OTHER	0	0	8,600	500	-8,100
<b>GRAND TOTAL</b>	<b>263,067</b>	<b>240,426</b>	<b>298,898</b>	<b>247,234</b>	<b>-51,664</b>

**PROGRAM PERSONNEL**  
PROGRAM 2. SPECIAL COLLECTIONS

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
PR ADM AST	MM6	1.00	1.00	32,497				1.00	32,497	
DEPUTY COL	R13	6.00	6.00	156,217				6.00	156,217	
FIELD COLL	R11	1.00	1.00	21,801				1.00	21,801	
<b>TOTAL</b>		<b>8.00</b>	<b>8.00</b>	<b>210,515</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>8.00</b>	<b>210,515</b>

**PLUS:** DIFFERENTIAL PAYMENTS 0  
COLLECTIVE BARGAINING 0  
OTHER 1,550

**MINUS:** SALARY SAVINGS 0.00 0  
FY 93 TOTAL REQUEST 8.00 212,065

# **PROGRAM 3. TAX TITLE SYSTEM**

N. MICHAEL PORTNOY, MANAGER

ACCOUNT # 011-137-0137-TC03

## **PROGRAM MISSION**

The Tax Title System Program is responsible for collecting delinquent real estate taxes. It manages the computerized system for controlling the City's recording of its legal title to properties with delinquent taxes. The system is used to record actions involving each account up through and including foreclosure or payment of the tax liability.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To complete the annual certification and new taking process for tax delinquency.	a Annual certifications completed by 9/30/92.  b New taking certifications completed by 10/31/92.	5,000.  5,000.
2 To issue tax title lien releases and redemptions, and to prepare for foreclosure on seriously tax delinquent property.	a Liens released.  b Foreclosure petitions.	2,000.  1,500.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 3. TAX TITLE SYSTEM

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	67,654	66,553	67,032	70,170	3,138
0110. Emergency Employees					
0120. Overtime	1,968	671			
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	69,622	67,224	67,032	70,170	3,138
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,394	1,163	1,403	1,403	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct			500	500	
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs			4,000	4,000	
TOTAL CONTRACTUAL SERVICES	1,394	1,163	5,903	5,903	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	375	9,843	9,900	9,900	
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	375	9,843	9,900	9,900	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges		173	350	350	
TOTAL CURRENT CHGS & OBLIG	0	173	350	350	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation	261,410	248,828	1,000	1,000	
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	261,410	248,828	1,000	1,000	0
<b>GRAND TOTAL</b>	<b>332,801</b>	<b>327,231</b>	<b>84,185</b>	<b>87,323</b>	<b>3,138</b>

## **PROGRAM PERSONNEL**

### **PROGRAM 3. TAX TITLE SYSTEM**

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
PR ADM AST	MM6	1.00	1.00	43,042					1.00	43,042
TELLER	R13	1.00	1.00	26,528					1.00	26,528
<b>TOTAL</b>		<b>2.00</b>	<b>2.00</b>	<b>69,570</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>2.00</b>	<b>69,570</b>
 <b>PLUS:</b> DIFFERENTIAL PAYMENTS										
COLLECTIVE BARGAINING										
OTHER										
 <b>MINUS:</b> SALARY SAVINGS										
FY 93 TOTAL REQUEST										

# **PROGRAM 4. TELLER OPERATIONS**

ELLEN HIGGINBOTTOM, MANAGER

ACCOUNT # 011-137-0137-TC04

## **PROGRAM MISSION**

The Teller Operations Program processes all funds received by the City from taxpayers. It also records deposits made by City departments responsible for their own collections.

- Processes approximately \$1 billion annually utilizing a staff of 4 tellers.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To receive funds due to the City through tellers.	a Transactions processed by tellers.	120,000.
	b Amount processed by tellers.	\$929M.
2 To sell MBTA monthly passes.	MBTA pass sales/mo.	260.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 4. TELLER OPERATIONS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	192,720	183,048	133,846	121,446	-12,400
0110. Emergency Employees					
0120. Overtime	18,385	12,268			
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	211,105	195,316	133,846	121,446	-12,400
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	5,578	4,652	3,585	2,585	-1,000
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip	3,609	2,684	4,000	4,000	
0280. Transport of Persons		11	100	100	
0290. Misc Contractual Svcs			200	200	
TOTAL CONTRACTUAL SERVICES	9,187	7,347	7,885	6,885	-1,000
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	726	1,485	1,500	1,500	
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	726	1,485	1,500	1,500	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges					
TOTAL CURRENT CHGS & OBLIG	0	50	1,400	1,400	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation					
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>221,018</b>	<b>204,198</b>	<b>144,631</b>	<b>131,231</b>	<b>-13,400</b>

## **PROGRAM PERSONNEL**

### PROGRAM 4. TELLER OPERATIONS

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY83 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
PR ADM AST	MM6	1.00	1.00	43,042					1.00	43,042
TELLER	R13	4.00	4.00	103,012					4.00	103,012
<b>TOTAL</b>		<b>5.00</b>	<b>5.00</b>	<b>146,054</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>5.00</b>	<b>146,054</b>
 <b>PLUS:</b> DIFFERENTIAL PAYMENTS										
COLLECTIVE BARGAINING										
OTHER										
 <b>MINUS:</b> SALARY SAVINGS										
FY 93 TOTAL REQUEST										

# **PROGRAM 5. ACCOUNTING/SPECIAL ASSESSMENTS**

THOMAS F. WHALEN, MANAGER

ACCOUNT # 011-137-0137-TC05

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## **PROGRAM MISSION**

The Accounting/Special Assessments Program is responsible for maintaining the books of the Collecting Division, as well as the management of the database used for controlling Collecting Division activities.

- Processes over 15,500 transactions yearly.

<b>PROGRAM OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>FY 93 PROMISED LEVEL OF SERVICE</b>
1 To post financial transactions to the books of the Collector-Treasurer.	Cashbook report/day.	1.
2 To review edit tapes to ensure that data entry errors are resolved.	Daily edit tape review.	1.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 5. ACCOUNTING/SPECIAL ASSESSMENTS

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	72,704	76,872	43,207	43,042	-165
0110. Emergency Employees					
0120. Overtime	476	1,212			
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	73,180	78,084	43,207	43,042	-165
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	1,394	1,163	1,403	1,403	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip					
0280. Transport of Persons					
0290. Misc Contractual Svcs	1,553		400	400	
TOTAL CONTRACTUAL SERVICES	2,947	1,163	1,803	1,803	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	490	1,800	1,800	1,800	
0370. Clothing Allowance					
0390. Misc Supp & Mat			100	100	
TOTAL SUPPLIES & MATERIALS	490	1,800	1,900	1,900	0
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges			350	350	
TOTAL CURRENT CHGS & OBLIG	0	0	350	350	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip					
0590. Misc Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation	144,472	104,549			
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	144,472	104,549	0	0	0
<b>GRAND TOTAL</b>	<b>221,089</b>	<b>185,596</b>	<b>47,260</b>	<b>47,095</b>	<b>-165</b>

**PROGRAM PERSONNEL**  
PROGRAM 5. ACCOUNTING/SPECIAL ASSESSMENTS

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY
PR ADM AST	MM6	1.00	1.00	43,042					1.00	43,042
<b>TOTAL</b>		<b>1.00</b>	<b>1.00</b>	<b>43,042</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>1.00</b>	<b>43,042</b>
					<b>PLUS:</b>	DIFFERENTIAL PAYMENTS				0
						COLLECTIVE BARGAINING				0
						OTHER				0
					<b>MINUS:</b>	SALARY SAVINGS		0.00		0
						FY 93 TOTAL REQUEST		<b>1.00</b>		<b>43,042</b>

# PROGRAM 6. CURRENT PAYMENT SERVICES

DOROTHY COFIELD, MANAGER

ACCOUNT # 011-137-0137-TC06

## PROGRAM MISSION

The Current Payment Services Program mails all current tax notices (including demand and warrant notices). It resolves questions from taxpayers and financial institutions regarding tax payments and provides duplicate tax bills. It processes all refunds and abatements, and issues all municipal lien certificates.

- Processes and mails/issues over 1.5 million notices, bills, and certificates each year.

PROGRAM OBJECTIVES	PERFORMANCE MEASURES	FY 93 PROMISED LEVEL OF SERVICE
1 To mail and process personal property, real estate, and motor vehicle excise tax bills.	a Real estate tax bills processed. b Personal property tax bills processed. c Motor vehicle excise bills processed.	620,000. 60,000. 436,500.
2 To handle all telephone and window inquiries, and to produce duplicate bills for taxpayers and banks.	a Telephone calls handled/mo. b Duplicate tax bills prepared.	4,000. 200,000.
3 To process all fully documented refunds and interest on abatements.	a Refunds processed. b Abatements processed. c Value of abatements processed.	1,200. 1,000. \$12M.
4 To issue municipal lien certificates to indicate the tax status of property.	a Municipal lien certificates issued. b Average days issuing time.	12,000. 10.

## **PROGRAM HISTORY BY OBJECT CODE**

### PROGRAM 6. CURRENT PAYMENT SERVICES

GROUPS/CLASSES	FY 90 EXPENDITURE	FY 91 EXPENDITURE	FY 92 BUDGET	FY 93 RECOMMENDED	INC/DEC 92 vs 93
<b>PERSONAL SERVICES</b>					
0100. Permanent Employees	153,067	160,831	126,709	162,701	35,992
0110. Emergency Employees					
0120. Overtime	7,090	7,038	28,100	28,100	
0160. Unemployment Comp					
0170. Workmen's Comp					
TOTAL PERSONAL SERVICES	160,157	167,869	154,809	190,801	35,992
<b>CONTRACTUAL SERVICES</b>					
0210. Communications	4,183	3,489	3,209	3,209	
0220. Light, Heat & Power					
0230. Water & Sewer					
0250. Garbage/Waste Removal					
0260. Repairs Bldg & Struct					
0270. Repairs & Serv Equip		345	500	500	
0280. Transport of Persons					
0290. Misc Contractual Svcs	501	1,722	8,700	8,700	
TOTAL CONTRACTUAL SERVICES	4,684	5,556	12,409	12,409	0
<b>SUPPLIES &amp; MATERIALS</b>					
0300. Auto Energy Supp					
0320. Food Supplies					
0330. Heat Supp & Mat					
0340. Household Supp & Mat					
0350. Medical, Dental, Etc					
0360. Office Supp & Mat	206,341	204,791	314,480	239,204	-75,276
0370. Clothing Allowance					
0390. Misc Supp & Mat					
TOTAL SUPPLIES & MATERIALS	206,341	204,791	314,480	239,204	-75,276
<b>CURRENT CHGS &amp; OBLIG</b>					
0450. Aid to Veterans					
0460. Equipment Lease/Purchase					
0490. Other Current Charges	20	73	1,050	1,050	
TOTAL CURRENT CHGS & OBLIG	20	73	1,050	1,050	0
<b>EQUIPMENT</b>					
0500. Automotive Equip					
0560. Office Furn & Equip		1,849			
0590. Misc Equipment					
TOTAL EQUIPMENT	1,849	0	0	0	0
<b>OTHER</b>					
0600. Special Appropriation	65,333	129,394			
0700. Struct & Improvements					
0800. Land & Non-Structural					
TOTAL OTHER	65,333	129,394	0	0	0
<b>GRAND TOTAL</b>	<b>438,384</b>	<b>507,683</b>	<b>482,748</b>	<b>443,464</b>	<b>-39,284</b>

## PROGRAM PERSONNEL

### PROGRAM 6. CURRENT PAYMENT SERVICES

POSITION	GRADE	FILLED 3/17/92	SALARY REQUIREMENTS		FY93 DELETIONS		FY 93 ADDITIONS		FY 93 TOTAL	
			QUOTA	SALARY	QUOTA	SALARY	QUOTA	SALARY	QUOTA	
PR ADM AST	MM6	1.00	1.00	43,042				1.00	43,042	
TX TITLE S	R15	2.00	2.00	64,551				2.00	64,551	
PR ACCT CL	R8	3.00	3.00	57,243				3.00	57,243	
<b>TOTAL</b>		<b>6.00</b>	<b>6.00</b>	<b>164,836</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>6.00</b>	<b>164,836</b>

<b>PLUS:</b>	DIFFERENTIAL PAYMENTS	0
COLLECTIVE BARGAINING		0
OTHER		300
<b>MINUS:</b>	SALARY SAVINGS	0.00
	FY 93 TOTAL REQUEST	<b>6.00</b>
		<b>162,701</b>

# TREASURY DEPARTMENT

## M/WBE PROGRAM COMMITMENT - FY93

The undersigned agency manager acknowledges his or her commitment to meeting the goals set by the 1987 Mayoral Executive Order and City Ordinance on Minority and Women Business Enterprise (M/WBE) Development.

That Executive Order and Ordinance require that all City of Boston departments and agencies provide the maximum opportunity for minority and women owned businesses to participate in the City's contracting arena. To this end, each City department and agency will increase both the number of such firms that receive City contracts and the amount of contractual dollars awarded. The goals of the M/WBE Program are consistent with this Administration's philosophy of inclusion for all of Boston's residents. More specifically, each department shall make good faith efforts to achieve the following:

That a minimum of 15% of the department's contract dollars for goods, services, and construction be awarded to minority owned businesses; and

That a minimum of 5% of the department's contract dollars for goods, services, and construction be awarded to women owned businesses.

Contained in this budget are funds that shall be spent in accordance with the above stated objectives. Consistent with the Executive Order and Ordinance, the undersigned agency manager has developed and submitted an M/WBE Implementation Plan based upon this budget. Once the budget is passed by the City Council, this Plan will be revised to reflect the total eligible contract dollars of the agency for FY93, as well as its minimum contracting goals for M/WBEs.

The undersigned agency manager commits to use his or her best efforts to achieve the above stated objectives and further commits to ensuring that all program managers and key staff are made fully aware of the provisions of the Executive Order and Ordinance.

\_\_\_\_\_  
Agency Manager



